

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(ENVIRONMENTAL SERVICES - PARKS & CEMETERIES SECTION – LOCATION – VARIOUS CEMETERIES)

LEAD HAND - CEMETERY - CUPE 5167

SUMMARY OF DUTIES

Reports to Supervisor, Cemeteries. Directs, schedules and works with a crew to maintain grounds and gravesites and complete interments in City cemeteries in accordance with prescribed operating practices, policies, procedures, specifications, provincial legislation and municipal by-laws.

GENERAL DUTIES

Directs, schedules and works with a crew.

Transports crew, materials and equipment to job site and provides direction, coaching, mentoring and training of subordinate staff.

Completes various inspection, maintenance and Health and Safety reports and logs; makes recommendations to Supervisors for consideration in capital and operating budgets.

In the absence of the Supervisor liaises with the general public, funeral home staff or interment rights holders to offer advice and instructions on Cemetery operations/administration.

Assists the public by looking up grave locations on computer (Cemetery software) and directing them to those locations.

Liaises and directs contractors. (Funeral Directors, Monument dealers, Vault companies, Grass maintenance contractors)

Places plywood and planks to guide backhoe and truck to the gravesite in preparation of gravesite.

Shores, squares and levels gravesite.

Installs and removes lowering devices, shoring, platforms, tents and dressings.

Installs grave liners; opens and closes lids.

Backfill, levels and replaces sod at gravesite.

Reads and interprets burial orders and cemetery maps in order to lay out graves for burials.

Locates and marks out locations for flat markers and sets flat markers.

Marks out locations for foundation installation. Also digs and pours foundations for monuments.

Performs ground grooming such as grass cutting, trimming, raking and removal of leaves.

Clears litter and debris.

Maintains gravesites and grounds by sodding, seeding and levelling.

Loads and unloads vehicles of equipment and material.

Operates vehicles, tools and equipment such as trucks and utility vehicles, push and riding mowers, weedeaters, compactor, skill and chainsaws, leaf blowers and rotatiller.

Disinterments / Reinterments of human remains..

Performs minor maintenance to buildings and outdoor structures such as repairing and painting building, benches, fences and guardrails.

Installs and maintains waterlines at cemeteries.

Trains new staff.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Ensures that employees assigned to the works crew are provided with and instructed on the use of the appropriate equipment, materials and/or procedures required to perform the assigned duties. Ensures that all employees perform work in accordance with applicable Health and Safety legislation and adheres to all City of Hamilton corporate and departmental policies and procedures. Ensures that infractions are reported and appropriate action is recommended to the Supervisor for those employees who do not work in compliance with legislation, policies and procedures.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Technical knowledge required related to the duties listed above.
2. Must be capable of performing lead hand duties and carrying out a variety of complex tasks.
3. Previous experience directing, coaching and mentoring subordinate staff and working with crews to foster a positive working environment.
4. Fundamental experience working in cemetery operations.
5. Demonstrated ability in directing and leading work crews having functional direction over a job function such as grass cutting, trimming, raking and removal of leaves.
6. Demonstrated working knowledge of relevant legislation related to cemeteries such as The Funeral, Burial and Cremation Services Act, 2002 and its regulations as well as Municipal Cemetery Bylaws.
7. Knowledge of relevant legislation such as Occupational Health and Safety Act and Regulations including W.H.M.I.S. legislation.
8. Ability to read and understand cemetery maps in order to locate and lay out graves, foundations and markers.
9. Computer skills (Word, Excel, Outlook) for inputting and retrieving data is required.
10. Demonstrated ability in operating tools and equipment in a safe manner.
11. Able to follow written instructions in performing a variety of tasks such as operate vehicles or assist in trade, craft type work.
12. Demonstrated ability to use simple arithmetic and fill in reports or logs.

13. Must possess a Class "G" Drivers Licence. Class "DZ" Drivers Licence preferred.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.