



**Town of Maple Creek  
Job Description**

<b>Job Title</b>	Cemetery Caretaker
<b>Reports To</b>	Director of Operations
<b>Job Status</b>	In-scope

**Position Overview**

Reporting to the Director of Operations, the Cemetery Caretaker oversees the safety, maintenance, operations, and development of the Maple Creek Cemetery. Responsibilities include regular inspections and maintenance of equipment and machinery and groundskeeping.

**Key Accountabilities and Duties**

- Responsible for seasonal opening, closing and winterization of the Maple Creek Cemetery.
- Responsible for daily and weekly safety and maintenance inspections of equipment and machinery.
- Responsible for preparation and submission of daily/weekly cemetery, facility and equipment safety reports.
- Responsible for grounds maintenance including but not limited to:
  - Mowing and trimming of grass in and around graves.
  - Tree & shrub planting and maintenance.
  - Planting and maintaining all flower planters.
  - Filling in low spots on graves.
  - Fence and gate maintenance.
  - Picking up and disposing of garbage
- To direct, other than Town employees, all workers, such as those who place monuments and markers, etc., to the Town Office for direction.
- To consult promptly with supervision when safety concerns, maintenance or other issues arise.
- Perform other related duties as assigned and as required.

The duties listed are not intended to limit the scope of work assignments and should not be considered an exhaustive list of all duties typically performed under this job title. Other duties and responsibilities may be assigned to this role from time to time.

**Qualifications**

***Experience and Education Requirements***

- First Aid/CPR Certification
- Class 5 Driver's License
- Competed secondary school



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***Knowledge, Skills, and Abilities***

- Machinery and equipment operations and maintenance
- Powered Mobile Equipment (PME) Certification
- Must be physically able to perform duties as required.
- Ability to work independently and responsibly

**Competencies**

***Quality:***

- Attention to detail in maintaining equipment, machinery and grounds

***Service:***

- Responsive to requests from the public, staff, and management

***Communication:***

- Effectively communicates with internal departments and the public

***Efficiency:***

- Uses time and resources effectively to complete tasks

***Adaptability:***

- Shows flexibility in adjusting to changing priorities and demands

***Confidentiality:***

- Maintains discretion in handling sensitive information and respects privacy
- Adheres to data protection regulations and organizational policies regarding confidentiality

**Working Conditions**

The Cemetery Caretaker works primarily in an outdoor setting.

Hours of work are in accordance with the CUPE/Town of Maple Creek Collective Agreement.

This position is subject to pressures and challenges caused by the demand for services and the demand for production of quick, accurate and precise information.