



JOB POSTING

February 6, 2025

POSITION TITLE: **CEMETERY CARETAKER – SEASONAL POSITION**

***** This is a unionized position within the scope of a Collective Agreement between CUPE Local No. 2714 and the Town of Maple Creek. *****

QUALIFICATIONS:

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

DUTIES: Reporting to the Director of Operations, the Cemetery Caretaker oversees the safety, maintenance, operations, and development of Maple Creek Cemetery. Responsibilities include ensuring the proper upkeep of equipment and machinery through regular inspections and maintenance. The incumbent is responsible for ensuring all work is carried out in accordance with recognized best practices and in full compliance with established legislative and local requirements and obligations.

HOURS OF WORK: 40 hours per week, Monday to Friday

LOCATION: Maple Creek Cemetery

RATE OF PAY: \$21.37 per hour in 2025 (as included within the current Collective Agreement)

WORK DATE RANGE: May 5, 2025 to September 30, 2025

POSTING CLOSES: February 26, 2025 at 4:00pm local time

***** A detailed Job Description can be found on the Town of Maple Creek website
(www.maplecreek.ca – Town Government – Employment tab) *****

Submit applications to:

Town of Maple Creek

Box 428

Maple Creek, SK

S0N 1N0

Attn: Danielle Willie, Executive Assistant or email ea@maplecreek.ca

The Town of Maple Creek thanks all applicants for their interest, however, only those chosen for an interview will be contacted.



**Town of Maple Creek
Job Description**

Job Title	Cemetery Caretaker
Reports To	Director of Operations
Job Status	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
- Completed secondary school



**Town of Maple Creek
Job Description**

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.