

Leadhand of Cemetery Operations

Parks & Recreation Services

Competition #137

Please apply with a cover letter and resume online at: <https://jobbank.brandon.ca/>

Position Conditions: This is a full-time, permanent position of 40 hours per week. This position will be offered in accordance with conditions identified in the Collective Agreement between the City of Brandon and CUPE Local 69. First consideration will be given to current City of Brandon CUPE employees. The City of Brandon reserves the right to underfill this position

Rate of Pay: \$32.35 per hour (2025 Rate)

Closing Date: 11:59pm on August 15, 2025.

This competition will include testing and an interview.

PURPOSE OF POSITION

To participate as part of a working team within the Parks and Recreational Services that performs, schedules, coordinates and monitors building and maintenance work at City cemetery facilities ensuring facilities and green spaces are maintained to high safety standards.

The incumbent is expected to have good knowledge of work practices governing the trades and should be able to complete routine tasks and make routine decisions.

TYPICAL DUTIES AND RESPONSIBILITIES

- Locates appropriate grave sites according to cemetery plans and communicates information to the public and funeral director services;
- Opens and closes grave sites and sets up auxiliary equipment for burials;
- Operates a variety of equipment such as front end loaders, back hoes, dump trucks, fifth wheel trailer, mowing equipment, and various power tools in a safe and effective manner;
- Provides customer service for clients potentially experiencing stressful situations;
- Erects permanent grave markers and monuments;
- Acts as a pall bearer at funerals in times of need;
- Performs, and may also co-ordinate the activities of other workers who perform maintenance of cemetery property include mowing grass, tree maintenance, planting and caring of flowers, pest control, landscaping, snow removal, facility maintenance, and concrete work;
- Ensures facilities are maintained to high safety standards;
- Carries out the City's preventative maintenance program;
- Trains workers in job duties and policies;
- Directs the maintenance and repair of an establishment's machinery, equipment and electrical and mechanical systems;
- Co-ordinates cleaning, snow removal and landscaping operations;
- Performs any necessary maintenance and repairs in facilities;
- Performs maintenance duties and minor repairs in the areas of carpentry, plumbing, electrical, painting, and general mechanical repairs which do not require a journeyman level;

- Assists with renovations, relocations, and event set up for activities held in the facilities, including moving heavy equipment and supplies;
- Purchases supplies and equipment, maintains necessary log books and journals, and completes relevant documents for the building maintenance operation.

NOTE: This description is not intended to limit the assignment of work or be construed as a complete list of the many duties to be performed by the incumbent.

MANDATORY QUALIFICATIONS & EXPERIENCE

- Grade 12, G.E.D., C.A.E.C., or Mature High School Diploma;
- Possess and maintain a Class 5 Province of Manitoba driver's license;
- Possess and maintain a Class 3 with Air Endorsement Province of Manitoba drivers license (must be obtained within one year of appointment);
- Minimum of two (2) years' experience in grounds maintenance, machinery operation, and facility maintenance.
- Any other certification as required by provincial legislation;
- Minimum two (2) years' experience in Cemetery Operations including opening and closing grave sites.

PREFERRED QUALIFICATIONS & EXPERIENCE

- A provincial license to apply chemical fertilizers, fungicides, herbicides and pesticides may be required

WORK CONDITIONS

The Leadhand works independently and in a team environment.

- Works in a shared and consultative manner with other employees (daily);
- Self-motivated and quality driven to perform independent projects and facilitate team goals (daily);
- Necessary to work in all types of weather conditions (daily);
- Works in areas of confined space, heights, unpleasant noise levels, and adverse odours (occasionally);
- Available for overtime and call outs (occasionally);
- Evening, weekend, and shift work (occasionally);
- Responsible to the Chargehand, In-City-Maintenance.

Please contact HR@brandon.ca for a complete job description

The City of Brandon is committed to an inclusive, barrier free environment and will accommodate the needs of applicants under the Accessibility for Manitobans Act (AMA) throughout all stages of the recruitment and selection process. We thank all applicants for their interest; only those advancing in the competition will be contacted. If contacted to participate in the process, please advise if you require an accommodation. If you are interested in finding out more about the City of Brandon job opportunities as soon as they are posted, please follow us on Facebook or X!