

Cemetery Maintenance Assistant - Summer Position

May - August 2022, 35 hours per week, up to 16 weeks, pending funding.

Must meet the requirements of Canada Summer Jobs and be between the ages of 16 - 30 years.

The Municipality of Grassland is hiring for the summer position of Cemetery Maintenance Assistant for the Hartney Riverside Cemetery. Candidate will report to the Public Works Foreman and the Assistant CAO.

Duties:

- Mowing and trimming within the Hartney Riverside Cemetery and Town of Hartney
- Assist in maintaining accurate cemetery records
- Data Entry
- Assist Administration staff with office duties as required.

Requirements:

- Hold a valid Class 5 Manitoba Driver's License
- Ability and willingness to work in varying weather conditions
- Ability to deal with the public courteously and effectively.
- Ability to understand and carry out verbal and written instructions
- Proficient in Microsoft Word and Excel
- Attention to detail
- Must be physically able to perform all the labouring aspects or other duties associated with the position
- Ability to use designated equipment and hand tools including but not limited to the following: weed trimmers & riding mowers, etc.

Please submit a cover letter and resume by **Friday, February 18th, 4:00 pm** to:

Municipality of Grassland
Cemetery Maintenance Assistant
Box 399 Hartney, MB R0M 0X0
Email: acao@mglgov.ca

Employees will be required to adhere to a Covid-19 Vaccination Policy.

Thank-you to all who apply, however only those candidates selected for an interview will be contacted.