



September 22, 2026

JOB POSTING NO. 26-25

CLASSIFICATION:	GROUNDSKEEPER/CEMETERY/LABOURER
DUTIES:	1. Performs a variety of duties related to maintenance repairs, minor construction, small engine repair and groundskeeping, acting as a general handyman. 2. General municipal horticultural duties including planting and maintenance of flower gardens, trimming, watering and maintenance of trees and shrubs, grass cutting and herbicide/pesticide application. 3. Responsible for playground maintenance and inspection; washroom clean up and maintenance. 4. Operates and maintains light and heavy machinery and equipment 5. Assists with grave opening and closing, including site preparation and backfilling. 6. Installs and maintains markers, monuments, and signage. 7. Ensures the cemetery grounds are clean, safe, and respectfully maintained. 8. Leads summer student and grass crews as assigned; checks quality of work 9. Performs a variety of labour duties in support of Public Works operations, including traffic control, road maintenance, water and sewer work, manual snow removal, sanding, and general grounds and building maintenance. 10. Operates tools and equipment required for municipal maintenance tasks such as compressors, jackhammers, vibratory rollers, pumps, tar kettles, chainsaws, and plow attachments. 11. Conducts maintenance and minor repairs within Recreation Facilities as needed. 12. Identifies and reports any issues encountered during work assignments or with tools and equipment. 13. Maintains responsibility for the proper use and care of assigned tools and equipment.

QUALIFICATIONS:	• Minimum Ontario Secondary School Diploma or equivalent, with additional post-secondary courses in a related field such as horticulture, arboriculture, parks maintenance, or landscape construction/architecture. An equivalent combination of education and extensive relevant experience will also be considered. • Minimum of six (6) months experience in horticulture/landscaping and basic construction techniques is preferred • Knowledge of all aspects of horticulture including planting, bed design, tree pruning and use of herbicides and pesticides • Knowledge of the operation and maintenance of horticulture/landscaping equipment and machinery • Ability to recognize and treat plant, tree and turf diseases and deficiencies • Knowledge of Provincial Government regulations as they relate to the use of herbicides and pesticides is preferred. • Holds or is eligible to obtain certification through the Parks and Recreation Federation of Ontario • Ontario Land Exterminator's License Class "1" and/or Class "3" preferred • Playground Inspection Certification is an asset • Must possess a valid Ontario Driver's license Class DZ • Chainsaw Course • Requires a valid First Aid, CPR Level C & AED certification
RATE OF PAY	\$29.66 (Winter Months - Labourer) / \$31.75 (Summer Months – Cemetery Groundskeeper)

NOTE: This position involves different responsibilities during the summer and winter months. As such, the wage rate will correspond to the duties being performed at any given time and will align with the wage scale for each role as outlined in the CUPE Local 170 Collective Bargaining Agreement.

Applications for this position will be accepted from members of C.U.P.E Local 170 until 3:00 pm on September 30, 2026.

Please submit your applications to hr@city.elliottlake.on.ca

THE CORPORATION OF THE CITY OF ELLIOT LAKE

JOB DESCRIPTION

JOB TITLE: Groundskeeper/Cemetery /Labourer	DEPARTMENT: Recreation and Culture (Summer Months) Public Works (Winter Months)
DATE: April 4, 2019 REVISED: April 15, 2025	SUPERVISOR: Working Foreperson Facilities & Parks (Summer Months) Manager – Public Works (Winter Months)
PRIMARY PURPOSE OF JOB:	Responsible for performing a variety of tasks related to the maintenance, upkeep, and beautification of municipal grounds, parks, and recreational areas. This position involves landscaping, general maintenance, and ensuring all outdoor spaces, including cemetery grounds, are safe, clean, and attractive for residents and visitors. Reporting to the Operations Manager or designate for completion of all general labour duties assigned.

NOTE: This position involves different responsibilities during the summer and winter months. As such, the wage rate will correspond to the duties being performed at any given time and will align with the wage scale for each role as outlined in the CUPE Local 170 Collective Bargaining Agreement.

BASIC JOB DUTIES:

14. Performs a variety of duties related to maintenance repairs, minor construction, small engine repair and groundskeeping, acting as a general handyman.
15. General municipal horticultural duties including (but not limited to) planting and maintenance of flower gardens, trimming, watering and maintenance of trees and shrubs, grass cutting and herbicide/pesticide application.
16. Responsible for playground maintenance and inspection; washroom clean up and maintenance.
17. Operates and maintains light and heavy machinery and equipment (e.g. riding lawn mower, trackless sidewalk machines, chain saws, tractor and backhoe).
18. Assists with grave opening and closing, including site preparation and backfilling.
19. Installs and maintains markers, monuments, and signage.

20. Ensures the cemetery grounds are clean, safe, and respectfully maintained.
21. Leads summer student and grass crews as assigned; checks quality of work
22. Performs a variety of labour duties in support of Public Works operations, including traffic control, road maintenance, water and sewer work, manual snow removal, sanding, and general grounds and building maintenance (e.g., asphalt repairs, sodding, curb stop and concrete repairs).
23. Operates tools and equipment required for municipal maintenance tasks such as compressors, jackhammers, vibratory rollers, pumps, tar kettles, chainsaws, and plow attachments.
24. Conducts maintenance and minor repairs within Recreation Facilities as needed.
25. Identifies and reports any issues encountered during work assignments or with tools and equipment.
26. Maintains responsibility for the proper use and care of assigned tools and equipment.
27. Adheres to the Occupational Health and Safety Act and Regulations, as well as City health and safety policies and procedures, including proper use of personal protective equipment.
28. Performs other related duties as assigned.

QUALIFICATIONS (Education, Experience, Knowledge, Skills & Abilities):

- Minimum Ontario Secondary School Diploma or equivalent, with additional post-secondary courses in a related field such as horticulture, arboriculture, parks maintenance, or landscape construction/architecture. An equivalent combination of education and extensive relevant experience will also be considered.
- Minimum of six (6) months experience in horticulture/landscaping and basic construction techniques is preferred
- Knowledge of all aspects of horticulture including planting, bed design, tree pruning and use of herbicides and pesticides
- Knowledge of the operation and maintenance of horticulture/landscaping equipment and machinery
- Ability to recognize and treat plant, tree and turf diseases and deficiencies
- Knowledge of Provincial Government regulations as they relate to the use of herbicides and pesticides is preferred.
- Holds or is eligible to obtain certification through the Parks and Recreation Federation of Ontario
- Ontario Land Exterminator's License Class "1" and/or Class "3" preferred
- Playground Inspection Certification is an asset
- Must possess a valid Ontario Driver's license Class DZ
- Chainsaw Course
- Requires a valid First Aid, CPR Level C & AED certification

NOTE: - Candidates who do not currently possess all required qualifications may still be considered; however, they must obtain the required certification(s) within the probationary period. Failure to do so may result in release from the position.