

Seasonal Operations Employee

Beechwood Cemetery - Ottawa, ON

\$20.00 an hour Full-time, Temporary, Contract

Join Our Team as a Seasonal Operations Employee!

Are you ready to embrace a challenging yet rewarding role that values commitment to health and safety, teamwork, and attention to detail? Look no further! We're seeking dedicated individuals to join us in maintaining high standards of workmanship and efficiency within the Operations Team at Beechwood Cemetery.

Job Summary

The Seasonal Operations Employee, under the direction of the Foreman, will primarily be responsible to ensure high standards of workmanship and efficiency. This position will adhere to established safe working procedures and wear the proper safety equipment at all times. This role will also adhere to company policies and standards for quality, safety, and complete and on-time delivery of work required. The Seasonal Operations Employee must possess ability to effectively communicate both verbally and in writing and ability to lift heavy objects, walk, and stand for long periods of time.

Competencies

- Commitment to Health and Safety
- Cooperation
- Teamwork
- Time Management
- Attention to Detail

Job Duties

- Ensure high standards of workmanship and efficiency
- Adhere to established safe working procedures and wear the proper safety equipment at all times
- Adhere to company policies and standards for quality, safety, and complete and on-time delivery of work required
- Understand, adhere to and ensure compliance with licensing laws, health and safety, and other statutory requirements
- Assist with jobsite administration duties, such as timesheet completion, and any daily logs that need to be maintained
- Perform daily maintenance and safety checks on all equipment and tools as required
- Maintain inspection records and complete inspection reports as required
- Bolt, screw, clip, or otherwise fasten parts and components together using hand and power tools and equipment as required
- Erect and disassemble tents, scaffolding, shoring, braces, traffic barricades, ramps, and other temporary structures as required
- Control traffic passing near, in, and around zones as required
- Dig ditches or trenches, backfill excavations, and compact and level earth to grade specifications, using appropriate tools

- Lubricate, clean, maintain, and repair machinery, equipment, and tools as required
- Maintain a clean working area free from dirt and debris between tasks and at end of day
- Perform various forms of labour to assist in the successful completion of projects from start to finish
- Assist with restoration and maintenance of burial lots (i.e., level graves, topsoil, seed, sod, removal of flowers from graves, irrigate, etc...)
- Assist with general turf maintenance (i.e. fertilizing, mowing, trimming, seeding, soil management, maintain and plant flowerbeds/displays, watering, etc...)
- Perform garbage collection, litter picking and maintenance of amenities
- Edge and level grave markers
- Assist with tree and shrub care (i.e., pruning, fertilizing, planting, staking, removals, etc...)
- Report all concerns, accidents, material needs, and incidents to immediate supervisor for follow-up.
- Responsible for the safe and efficient operations of tools and equipment
- Communicate courteously with the general public and where necessary refer them to appropriate supervisor
- Perform other duties as assigned by their immediate supervisor
- Remain mindful at all times while on Beechwood property that this is a sacred space for many families and conduct yourself accordingly

Job Requirements

- Ability to effectively communicate both verbally and in writing
- Ability to lift heavy objects, walk, sit and/or stand for long periods of time
- Ability to perform strenuous physical labour
- Ability to work outdoors during all temperatures; including light rain, cold, hot and/or humid conditions
- Ability to work individually as well as part of a team

Work Conditions

- Extended periods of sitting, standing, and other physically demanding conditions
- Hazards associated with conducting work outdoors
- High noise levels
- Lifting, moving, or manipulating objects up to 50 kilograms
- Operation and use of necessary tools, machinery, or equipment
- Regular exposure to conditions including heat, humidity, and dust
- Repetitive work
- Use of required personal protective equipment

Contract length: 8-9 months

If you're ready for a fulfilling opportunity where your dedication to quality work is appreciated, apply now to be part of our dynamic team! Together, let's make a positive impact in our community.

Please send your resume to:

Solange McConnell

smcconnell@beechwoodottawa.ca

Director of Cemetery Operations

280 Beechwood Ave, Ottawa – 613-741-9530 – beechwoodottawa.ca

Owned by the Beechwood Cemetery Foundation and operated by
The Beechwood Cemetery Company

