



Groundskeeper / Cemetery / Labourer Wanted!

Permanent Full-time

Salary: \$29.66 (Winter Months)/ \$31.75 (Summer Months)

The City of Elliot Lake is seeking a hardworking and reliable individual to join our team as a Groundskeeper/Cemetery/Labourer. This position supports municipal grounds, cemeteries, recreation facilities, and Public Works operations through a wide variety of maintenance and labour-related tasks.

What You Will Be Doing:

- Performing groundskeeping, horticulture, and general maintenance duties, including planting, trimming, watering, grass cutting, and small repairs.
- Maintaining playgrounds, washrooms, flowerbeds, trees, shrubs, and public spaces.
- Operating and maintaining municipal equipment, tools, and machinery (light and heavy).
- Assisting with grave openings/closings, marker installation, and cemetery maintenance.
- Supporting Public Works with traffic control, road maintenance, snow removal, water/sewer work, and building/grounds maintenance.
- Leading and supporting summer students and grass crews as assigned.
- Identifying and reporting issues with equipment, facilities, and work sites.
- Ensuring proper care and safe use of all tools and equipment.

What You Bring to the Table:

- Ontario Secondary School Diploma (or equivalent), with post-secondary courses in horticulture, arboriculture, landscaping, or related fields considered an asset.
- Experience in horticulture, landscaping, grounds maintenance, or basic construction (minimum 6 months preferred).
- Knowledge of planting, pruning, turf care, equipment operation, and safe pesticide/herbicide use.
- Ability to identify and address plant and turf diseases or deficiencies.
- Certifications such as Parks and Recreation Federation of Ontario, Playground Inspection Certification, or Ontario Land Exterminator's License (Class 1 or 3) are considered assets.
- Valid Ontario DZ driver's licence.
- Chainsaw certification and valid First Aid/CPR Level C & AED.

Why Join Us? At the **City of Elliot Lake**, you're not just taking a job—you're becoming part of a team that shapes the culture and community spirit of our city. You'll enjoy a supportive work environment, opportunities to grow, and the satisfaction of making a real impact on public life in Elliot Lake.

CLOSING DATE: Thursday, April 9, 2026

Ready to Make a Difference? To apply and view the full job posting please go to our website at <https://www.elliottlake.ca/en/city-hall/jobs.aspx>

In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, a request for accommodation will be accepted as part of the City of Elliot hiring process. If you require accommodation, please contact Human Resources.

The City of Elliot Lake thanks all applicants. Only those selected for interviews will be contacted.

**THE CORPORATION OF THE CITY OF ELLIOT LAKE
JOB DESCRIPTION**

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| 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) Operations 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:

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 (but not limited to) 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 (e.g. riding lawn mower, trackless sidewalk machines, chain saws, tractor and backhoe).
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 (e.g., asphalt repairs, sodding, curb stop and concrete repairs).
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.
14. 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.
15. 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.