



Tk'emlúps te Secwépemc

(Kamloops Indian Band)

JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

POSITION TITLE: Caretaker St Joseph Church & Graveyard
DEPARTMENT: Planning and Engineering
SUPERVISOR: Public Works Foreman
TERMS: Full-Time, Permanent
REFERENCE #: 2024-092

PURPOSE OF POSITION:

The historic Saint Joseph Church and TteS Te Pen Pen graveyard sites require a full-time caretaker. The Caretaker assists with preparations for events, such as funerals, weddings, baptismal, and Sunday, Easter, or Christmas Eve mass, showing compassion for grieving families, respect for religious beliefs and cultural sensitivity. The role is responsible for the maintenance and repair of the church, upkeep of TteS cemetery, care of equipment, record keeping and updating of family plot information, and assists as needed in the preparation of graves for burial services.

DUTIES AND RESPONSIBILITIES:

Position Objectives:

- To utilize the wisdom of our Elders and Traditional Knowledge Keepers of traditional Secwepemc ways of life in taking care of the historic sites, the Saint Joseph Church which was first established in 1843 and the Tk'emlúps te Pen Pen, the oldest cemetery in Kamloops, which was established in 1858 during the fur trade era, the smallpox epidemic of 1862-1863, the flu epidemic of 1918-1919 and during Chief Louis era from 1852 until he died in 1915.
- Act as a liaison for family Funeral Director representatives.
- To show respect for the religious and cultural beliefs of others and show kindness and compassion at all times.
- Adhere to a strict code of conduct and have excellent work ethics.
- Create and sustain an environment of exceptional service for families and the community.

1. 50% Duties as Graveyard Caretaker:

- Responsible for the upkeep of TteS cemetery and grounds around the church, landscaping, clearing walkways in the winter.
- Maintain, repair, and replace a wide variety of landscape plantings, pruning trees and shrubs.
- Operate and maintain landscape maintenance equipment, such as, but not limited to, lawn mowers, riding mowers, edgers, trimmers, blowers.
- Develop an Operations & Maintenance Plan for the cemetery.
- Carry out the placement, installation and care of cemetery monuments and markers.
- Plot cemetery monuments and markers using GPS coordinates and monitor excavations to prevent encroachment on adjacent sites.
- Manage protocols for excavations (by equipment or hand digging). Ensure access routes.
- Obtain assistance as needed from Public Works staff for major work, such as, graves or headstone, or pitch tops sinking into the ground.
- Knowledgeable of up-to-date practices and techniques of full body ground burials and the interment of cremated remains in a variety of placements and assist Public Works staff, as needed in the preparation of burial plots for burial services.
- Work with the Language and Culture Department, Elders and/or TTK when families want help with traditional burials and ceremonies.
- Work with Community Services Department when funding for funeral arrangements.
- Work with outside vendors, and funeral homes to achieve customer service expectations.
- Support the family if they wish to have a Roman Catholic burial by having contact information for priests.

Maintain Graveyard Records (Hard Copy/Electronic)

- Maintain, organize, and update TteS cemetery inventory mapping information.
- Utilize software to update family plot, TteS Archeology, GPS and GPR graveyard information.
- Work with mapping, topographic and drone survey information for the cemetery.

TteS Funerary Protocols

- Host families and assist in site selection utilizing cemetery mapping software.
- Host cultural training/awareness workshops about firekeepers and wake/funeral protocols.
- Work with TteS Language and Culture to develop a cultural awareness video on funeral protocols.

Funeral Procession Protocol

- Implement TteS Funeral Procession Protocol to address safety, coordination, and communication for those participating in, and others traveling near funeral processions.
- Obtain the specifics for the day of the funeral from the Funeral Director and communicate procession details to both Ministry of Transportation and Infrastructure (MoTi) and RCMP contacts.
- Complete Lane Closure Request Form, and Traffic Control Plans if required.

2. 25% Duties as Church Caretaker:

- Clean all areas of the church, have everything ready for staff, Traditional Knowledge Keepers, Elders, or clergyman, so the church and graveyard is ready for band members to utilize.
- Assist, as required, with preparations for events, such as funerals, weddings, baptismal, and Sunday, Easter, or Christmas Eve mass.
- Make minor repairs, change light bulbs, vacuum, sweep and scrub floor, sanitize surfaces, restock items in the bathrooms, maintain a supply inventory and submit purchase requests as needed.
- Oversee maintenance and repair projects. Notify the Public Works Foreman if major repairs are required.

- Complete minor repairs of the statues and stained-glass windows and ensure they are kept clean at all times.
- Ensure that the furnace is turned on in the winter months before use by the community.

3. 25% Other related duties as necessary

- Other TteS facilities maintenance activities
- During the Winter Season; be actively involved in snow removal during all snow events. This could be 24/7 across multiple days, including weekends and holidays.

Completes plowing and sanding by operating various pieces of equipment as assigned. Including straight trucks fitted with snow plough blades and road sanders to remove snow from roads, streets and parking lots.

Professional Certification, Education and Experience:

- High school diploma or equivalent.
- Minimum 2 years experience working within an Indigenous organization.
- Minimum 2 years experience working as a groundskeeper or general maintenance / custodian.
- Valid driver's license and reliable vehicle
- Computer literate and commitment to learn and operate TteS cemetery software.
- Pass a criminal background check and pre-employment drug screening.
- Exceptional knowledge of Secwepemc language, history, and culture.

Physical Requirements:

- Ability to lift, carry, push, and pull up to 50 lbs. while following proper safety and lifting procedures.
- Standing and walking on uneven surfaces
- Climb ladders and use scaffolds.
- Bend, stoop, squat, lean, reach, crawl, stretch and stand for long periods of time.

Other requirements:

- Effective communication, comprehension, and interpersonal skills.
- High level of compassion and integrity
- Sustain a mutually supportive team environment.
- Strong problem-solving abilities and the capacity to manage multiple projects simultaneously.
- Performs all duties and responsibilities in accordance with TteS policies, standards, and procedures.
- Maintains confidentiality on all matters relating to the affairs of TteS.
- Remain in compliance with work safe Federal Health and Safety Standards and other applicable safety regulations.

HOURS OF WORK: Normal Day shifts – 7 hours. Non-normal shifts may be required.

PAY GRADE: \$22.59-\$33.22 depending on education & experience

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

Deadline for the Job posting is November 28, 2024 by 2:00pm

**Submit Job Application Form, cover letter, resume, and references
online: <https://tkemlups.ca/employment/>
or at our Human Resources office #200 – 330 Chief Alex Thomas Way.
Office Hours are Monday to Friday 8:00 am to 4:00 pm &
closed for lunch from 12:00 pm to 1:00 pm**

**We require each applicant to fill out
an online application form which can be found at: <https://tkemlups.ca/employment/>**

Any late submissions or submissions without the job application form will not be considered.