



City of Oshawa, located just a short 30-minute drive from Toronto, is a progressive city of 157,000 people and is the economic engine of the eastern Greater Toronto Area. Our strategic pursuit of sustainable growth, excellent community service delivery and co-operative partnerships have enhanced our quality of life advantage, while maintaining a strong commitment to fiscal restraint.

Job Title: Supervisor, Cemetery Operations (Temporary/Contract Opportunity up to 12 months)

City: Oshawa **Province:** Ontario

Employment Group: Exempt **Wage Rate:** N40-\$78,232-\$92,036

Standard Weekly Hours of Work: 40.00 **Posting End Date:** 2016/07/19

Job Description

The City of Oshawa is seeking a Supervisor, Cemetery Operations on an interim basis. Reporting to the Manager, Parks Maintenance Services, the mandate of this position will be reviewing the current cemetery operating model and providing analysis/recommendations to senior management for future operating structure opportunities; while supervising and co-ordinating day-to-day services; performing family planning/funeral arrangement and plot/marker sales and ensuring the effective delivery of cemetery programs.

Job Requirements

The ideal candidate will have a two-year college diploma in Funeral Service Education, supported by courses in grief counselling and a minimum of three years of relevant experience, preferably in a supervisory capacity; along with experience in general building and landscape maintenance, or an equivalent combination of relevant education and experience. Demonstrated leadership abilities; a self-starter with strong business acumen, planning and analytical skills. Excellent communication skills, both oral and written to deal effectively with a broad range of public and external stakeholders. Strong interpersonal skills and the ability to communicate tactfully, with compassion and confidentiality to people in a grieving and vulnerable environment. Have a proven track-record that supports and demonstrates the City of Oshawa core values of Authenticity, Courage, and Trust (ACT). Possess knowledge of the Funeral, Burial, Cremation Services Act, Occupational Health and Safety Act, and internal policies and procedures.

Please visit www.oshawa.ca/employment for more information and to apply on-line.