



City of Oshawa, located just a short 30-minute drive from Toronto, is a progressive city of 172,000 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: Regular Full Time Supervisor, Cemetery Operations

Posting Number: 003609

Department: Community Services Department

Branch: Recreation and Culture Services

Location: Union Cemetery

Posting Start Date: 2022/02/25 **Posting End Date:** 2022/03/13 by 4:30pm

Employment Group: Exempt

Salary Grade: N-\$94,931- \$111,682 per annum

Standard Weekly Hours of Work: 40.00 **Shift Work Required:** Yes

Job Description

Reporting to the Superintendent, Cemetery, Facilities and Grounds or designate, this position is responsible for the on-site supervision, coordination and administration of cemetery programs and initiatives. The City of Oshawa strives to provide an environment that cultivates and supports the following core values: Authenticity, Courage, and Trust (ACT).

Responsibilities

Duties include planning, organizing, directing and on-site supervision of personnel and activities of the staff to ensure effective and efficient delivery of services; coordinating, researching, developing, planning, implementing and monitoring cemetery programs and initiatives; coordinating and assisting with information technology requirements;

developing and maintaining community engagement stakeholder relations; providing exemplary administrative and customer service; liaising and providing professional advice and guidance to elected officials, senior management, other branches, departments, public, consultants, contractors and external agencies; and other duties as assigned.

Knowledge and skills generally associated with the completion of a three (3) year college diploma in business administration, completion of related industry association programs or certifications (i.e., OACFP Cemetery Administration Program; OACFP Front Line Cemetery Operator Training Program; or similar programs) plus a minimum of three (3) years of relevant experience in cemetery operations.

Ability to obtain a Cemetery Sales Representative License under the Funeral, Burial and Cremation Services Act, 2002.

Advanced knowledge of cemetery products and services and stays current with practices, processes and procedures within the field.

Excellent decorum, interpersonal and communication skills with proven empathic skills in order to deal sensitively with grieving families.

Demonstrated supervisory and leadership abilities; possess initiative, self-motivation, sound judgment and tact. Excellent communication (written/verbal), report writing, presentation and facilitation skills along with excellent reasoning, language, numerical, technical, administrative, research and analytical skills.

Significant experience reviewing business processes and identifying opportunities for improvements to service efficiency, effectiveness and customer service delivery.

Established skills and experience using PC equipment and relevant software applications (i.e. MS Office Suite).

May be required to work flexible hours on shift work including evenings, weekends and holidays as required.

Possession and maintenance of a valid unrestricted Ontario Driver's License, minimum Class "G", in good standing, with the ability to provide own transportation for travel between facilities as required.

Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

Please apply online to this position at: <https://oshawa.jobs.net/en-CA/search>

All applicants are encouraged to provide a valid email address for communication purposes. Please ensure that you check your email regularly to receive any correspondence.

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.

All City of Oshawa employees are required to be fully vaccinated against COVID-19 as a condition of employment; proof of vaccination status will be requested upon hire. The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact us at humanresources@oshawa.ca or 905-436-5666. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.