



FULL-TIME CEMETERY SERVICES CO-ORDINATOR

COMPETITION NO.: CLK-2026-26



Posting Date:	August 7, 2026	Closing Date:	August 21, 2026
Department:	Cemetery	Hours per Week:	35 hours per week
Benefits Entitlement:	Yes	Existing Position:	Yes
Pension Entitlement:	Yes – Employer Matched Contributions	NOC:	13100
Salary Level 106:	\$89,546 - \$111,932 (2026)	Union:	Non-Union

Interviews are tentatively scheduled for September 8, 2026. Further details (including time and location) will be provided to candidates selected for interviews.

Position Summary

Reporting to the Manager of Facilities & Recreation, the Cemetery Services Co-ordinator is responsible for the administrative duties related to the operation of three cemeteries, responsible for consulting with pre-need and at-need families and making burial arrangements and co-ordinating burials with funeral service providers and responsible for Vital Statistics.

Duties

- Prepare and maintain contracts, burial authorizations, sales and burial records, invoicing and payments, payroll documentation, and electronic cemetery records.
- Maintain thorough and accurate records of all information relating the sales and burials
- Co-ordinate disinterments, procure cemetery supplies and services, respond to public inquiries, and ensure cemetery information on the municipal website is accurate and up to date.
- Co-ordinate approximately 350 burials annually, including arrangements with families, funeral homes, cemetery staff and equipment providers, while ensuring accurate scheduling, plot locations and service requirements. Review monument installation approval forms from monument dealers and collect care/maintenance fees as per the Funeral, Burials and Cremation Services Act
- Ensure compliance with relevant codes and legislations concerning the burial of human remains
- Provide location of graves for the general public, monument dealers and funeral directors
- Administer cemetery and vital statistics records, including monument approvals, interments, grave locations, genealogy requests, death registrations and required reporting.
- Review and maintain accurate cemetery and death records in accordance with applicable legislation and Bereavement Authority of Ontario requirements.
- Ensure cemetery operations comply with applicable legislation, while maintaining ongoing communication with regulatory bodies, funeral professionals and other stakeholders.
- Attend meetings/conferences/workshops/training sessions as required
- Other duties as assigned

Qualifications

- Grade 12 diploma with a two-year Community College diploma in Office Administration mandatory
- Two years previous related experience
- Prior Municipal and Cemetery experience preferred
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, Powerpoint) and digital filing systems
- Strong written and verbal communication skills along with excellent interpersonal and customer service skills
- Excellent organization and time management skills
- High attention to detail and accuracy in documentation
- Knowledge of computerized accounting system preferred
- Bilingualism (English and French) mandatory
- Current and clear Criminal Record Check with Judicial Matters Check required

How to Apply

To apply for this position, applications must be received by the Human Resources Department no later than **4:00 pm** on the closing date of **August 21, 2026**.

Via Email human_resources@timmins.ca

The City of Timmins is committed to providing a safe and supportive workplace where diversity, equity and inclusion are at the core of how we conduct business. As part of this commitment, we will ensure that persons with disabilities are provided reasonable accommodations throughout the recruitment and selection process, in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act. We thank all applicants for their interest; however, only candidates under consideration will be contacted.

www.timmins.ca
www.movetotimmins.ca
[\(705\) 264-1331](tel:(705)264-1331)