*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and cooperative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

Vacancy: Regular Full-Time Supervisor, Cemetery Operations **Job ID:** J1126-0075
Location: Union Cemetery
Posting Start Date: 2026/11/06 **Posting End Date: 2026**/11/17 by 4:30p.m.
Employment Group: EXM **Salary Grade:** N – $ 106,278 – $ 125,030 per annum
Standard Weekly Hours of Work: 40.00 **Shift Work Required:** Yes

---

Reporting to the Manager, Waste, Parking & Cemetery Services or designate, this position is responsible for the on-site supervision, coordination and administration of cemetery programs and initiatives.

Responsibilities:

- 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
- Support and demonstrate the City of Oshawa core values of Authenticity, Courage, and Trust
- Preform other duties as assigned

Requirements:

- Knowledge and skills generally associated with the completion of a three (3) year college diploma in 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 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, 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 Microsoft Office applications and related software applications
- May be required to work flexible hours on shift work including evenings, weekends and holidays as required
- Possession and maintenance of a valid Ontario Driver's Licence, in good standing (minimum Class “G”), a driver’s abstract showing no demerit points, and the ability to pass the Corporation's tests for motor vehicle operation

As a condition of employment, the City of Oshawa will require successful candidates to provide a Vulnerable Sector Check and an employment medical.
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.

Applicants who are currently employed by the City of Oshawa are asked to clearly indicate their status as an internal applicant in their application. Please ensure that you check your email regularly to receive any correspondence.
The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. *Learn more*

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.

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 Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.