



Job Title: Superintendent

Location: Groveside Cemetery

Job Status and Duration: Full Time, Permanent

Salary: \$70,000 - \$85,000 Annually, Plus Generous Benefit and Pension Package

Reporting to the Groveside Cemetery Board, the **Superintendent** is responsible for the maintenance, operation, and administration of all six (6) Town of Whitby owned cemeteries. This includes but is not limited to:

- Sale of interment rights, lots, niches, products and services on a pre-need and an at-need basis while providing exceptional customer service.
- Coordinate funeral arrangements with families and funeral homes.
- Handle all complaints, questions, and requests.
- Maintain all cemetery sales and records in Stone Orchard.
- Monthly meeting attendance and reporting to the Groveside Cemetery Board.
- Prepare and monitor the budgets that relates to the administration, sales and accounting of the operations and the cemetery.
- Monitor the administrative, maintenance, operational, and developmental aspects of the cemetery.
- Recommend plans for the development, expansion or renovations based on user needs, projected usage and/or general preventative maintenance needs and monitor construction activities.
- Prepare and monitor rates and fees that relate directly to the administrative, maintenance and sales functions of the cemetery operations.
- Market and develop the cemetery and monitor any business plans that relate to this area of service while fostering positive public relations.
- Procurement of goods, services, and equipment, as required, to fulfill sales and operational needs.
- Locate, prepare and setup graves; assist in excavation and backfilling, shoring, leveling of sides and bottom, dressing and preparation of lowering device.
- Safe operation and maintenance of various light and heavy equipment; front mount mower, line trimmer, front end loader, backpack leaf blower, gas engine over seeder etc...
- Turf maintenance – fertilizing, cutting, seeding, watering, leaf removal, removal/ re-grading and chemical weed control.
- Gardening – soil management, watering, fertilizing, dead heading, cultivation, and edging.
- Pruning, trimming, fertilizing, preparing, and planting of shrubs and trees.
- Snow removal.
- Raising, resetting and installation of monuments, markers, and foundations.
- Training and supervision of all staff.
- Occasional travel to other municipally owned cemeteries for grounds maintenance is required.

As the successful applicant, you must possess:

- College Diploma in Business Administration, or equivalent, including a marketing component, and with proven experience in working with the public in a professional manner.
- Three (3) years of experience in sales and public relations in the funeral services industry or equivalent, including knowledge of the Funeral, Burial and Cremation Services Act and other legislation relevant to the funeral services industry.
- Strong customer service and communication skills, including the ability to interact with families and individuals from a variety of ethnic and cultural backgrounds, often under sensitive and emotional circumstances.
- A Cemetery Personal Sales Licence from the Bereavement Authority of Ontario is required.
- Ontario Pesticide Training and Certification.
- A valid Class “G” Driver’s Licence, maintained in good standing.
- Completion of the Ministry of Labour Supervisor Health and Safety Awareness training.
- Working knowledge of Stone Orchard Software considered an asset.
- The ability to perform heavy, physical work outdoors in all weather conditions.
- Ontario Association of Cemetery and Funeral Professionals (OACFP) Membership.

Application Instructions: To be considered for this opportunity, please submit your application via the Indeed posting, located [here](#).

Alternatively, please email a detailed resume, quoting competition number **GS SI-22** in the subject line to groveside@whitby.ca

Application Deadline: Friday, December 9, 2022

Acknowledgement will only be forwarded to those who are invited for an interview.

Groveside Cemetery is an equal opportunity employer and is committed to an inclusive and barrier-free environment for our team. If you need a specific accommodation during the recruitment process, please let us know, and we will be happy to provide. Any information received relating to accommodation will be addressed confidentially.

Personal information provided is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act.