



POSITION VACANCY

The City of Niagara Falls is a dynamic and internationally renowned city with a prosperous business community and economic foundation anchored by tourism, manufacturing, retail and knowledge-based sectors. Located at one of the natural wonders of the world and in the heart North America's most affluent consumer markets, we are linked to the world by extensive road, rail, air, water and telecommunication networks. With over 14 million visitors a year and a growing resident population of over 95,000, we invite you to discover why Niagara Falls is a premier place to live, work, and play.

Call Number:	2025 - 01
Position:	Cemeteries Supervisor
Type of Vacancy:	Permanent
Work Schedule:	Monday to Friday, 8:00 am to 4:00 pm (35 hours per week)
Location:	Fairview Cemetery (4501 Stanley Avenue, Niagara Falls)
2025 Salary/Wage Range:	\$89,368 to \$111,710 per year Plus, a comprehensive benefits package and defined benefit retirement pension
Date Posted:	January 5, 2025
Closing Date:	January 24, 2025 at 4:00 pm

Further details on this position are attached.

To apply, please submit a cover letter and resume to www.niagarafalls.ca/jobs

Applications must be submitted online and will be accepted until
4:00 pm on January 24, 2025

The City of Niagara Falls is dedicated in creating an accessible and inclusive organization and fostering a workplace culture which reflects the diverse nature of the residents we serve. In accordance with the Accessibility of Ontarians with Disabilities Act (AODA), the City will accommodate the individual needs of candidates with disabilities throughout the recruitment process. Please feel free to contact us at HRDepartment@niagarafalls.ca or 905-356-7521. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position.

We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

CITY OF NIAGARA FALLS POSITION DESCRIPTION

This description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

POSITION TITLE: Cemeteries Supervisor

POSITION SUMMARY: Under the supervision of the Manager of Cemeteries, the Cemeteries Supervisor is responsible for participation in cemetery sales, as well as the supervision of operations and maintenance of cemeteries.

DIVISION / DEPARTMENT: Recreation, Culture and Facilities / Cemetery Services

RESPONSIBLE TO: Manager of Cemeteries

SUPERVISES: Cemetery Clerk (2), Leadhand / Backhoe Operator (2), Cemetery Attendant / Truck Driver 2 (4), Labourer / Equipment Maintainer (1), Seasonal Staff (9), Student Labourers (2) and Horticulture Students

RESPONSIBLE FOR:

1. Prepare weekly work schedules, assign personnel and equipment and determine materials required to perform necessary tasks. Ensure tasks are complete.
2. Provide direct front line supervision including, but not limited to, work assignments, guidance, discipline, evaluations and training.
3. Responsible for the tracking (i.e. database management) and maintenance of all equipment and vehicles. Ensure all needed supplies are available.
4. Responsible to ensure adherence to health and safety regulations, policies, by-laws and procedures to the maintenance and operation of city cemeteries.
5. Assist with the planning, design, construction and supervision of cemetery projects (e.g. monument restoration, expansion, development, etc.).
6. Remain up to date with trends, best practices, as it relates to cemetery fees, future development and promotion of cemetery services.
7. Liaise, assist and advise the public and bereavement service providers concerning cemetery services, operations, policies and procedures.
8. Assist and meet with the public, including grieving families, to provide support with funeral service arrangements, as well as cemetery plot and columbaria niche viewing, sales, and purchases.
9. Investigate, respond, resolve, track and report on all public inquiries and complaints via Cartegraph.
10. Prepare reports, documents, information, advertising and other forms of communication as needed, required and appropriate.
11. Assist the Manager of Cemeteries with the Memorial Tree and Bench Program, including primary use of the laser etching machine.
12. Perform other duties as assigned.

POSITION REQUIREMENTS:

- Post secondary education graduate with certification in a related field and/or appropriate designation.
- Experience in cemetery administration is an asset.
- At least five (5) years of experience in a management / supervisory role.
- Valid Class “G” Drivers Licence.
- Relevant experience with quality customer service – preference is given to experience within the death care service industry and assisting bereaved families.
- A clear understanding of cemetery by-laws, city policies, and provincial regulations as it relates to cemeteries, monuments, and health and safety.
- Proficiency in Microsoft Office software – preference is given to experience with cemetery related software (e.g. Stone Orchard, Plot Box, Cem2000, etc.)