

Job Title: Cemetery Supervisor

Position: Cemetery Supervisor

Division: Community Services

Department: Parks

Term: 1 Permanent Full Time position available.

Closing Date: 10/18/2023

Labour Group: CUPE 59

Posting: 2682

Job Summary

Under the supervision of the Parks Superintendent, this position supports and promotes the health and safety of employees, while planning, supervising and coordinating employees and equipment used in parks maintenance operations.

Duties & Responsibilities

1. 1. Supports and promotes a safe and positive workplace culture through a variety of initiatives and activities.
2. Supports and promotes the health and safety of employees in accordance with the Occupational Health & Safety Act & Regulations in addition to the City of Saskatoon's Administrative Occupational Health & Safety Policies and departmental procedures.
3. Supervises, and participates in, all phases of cemetery management, including grounds maintenance, office administration, internments and disinterment, landscaping and monument installations.
4. Assists with all phases of budget preparation and control, as required.
5. Acts as a liaison with other departments and the public by providing technical advice and project estimates as required.
6. Ensures assigned staff are trained in all phases of cemetery and parks maintenance operations.
7. Performs minor servicing to, and operates as required, all types of self-propelled and hand-operated power equipment.
8. Monitors staff attendance, checks and authorizes payroll time sheets.
9. Evaluates assigned staff work performance and completes annual staff evaluations.
10. Reports staff, equipment and other work-related problems to the attention of management and maintains related records.
11. Performs administrative responsibilities related to cemetery operations, including facilitating continuity of burials, grave sales and monuments installations. Reviews and revises maps and documentation related to cemetery operations, work orders, internment records, etc.
12. Assists the public regarding grave locations, grave sales and all relevant cemetery regulations.
13. Performs other related duties as assigned.

Qualifications

- • Grade 12 education.
- Possession of diploma in horticulture.
- Possession of a Business Administration Certificate or related certificate.
- Five years' progressively responsible supervisory experience, including two years in cemetery operations.
- Possession of a valid Saskatchewan Class 5 Driver's Licence.
- Current driver's abstract from SGI demonstrating a safe driving record.

- Possession of a Class 3 Pesticide Applicator Permit.
- Possession of, or ability to obtain, a valid first aid certificate.
- Possession of, or ability to obtain and maintain, job required certificates i.e. ISA certificate, Cross Connection certificate, etc.
- Successful completion of, or ability to successfully complete within two years after date of hire, the City of Saskatoon's Supervisory 101 courses.
- Knowledge of horticultural, arboriculture and floriculture practices, methods, tools and equipment used in parks maintenance.
- Knowledge of current regulations, practices, trends and business methods involved in cemetery management.
- Demonstrated ability to communicate effectively, orally and in writing.
- Demonstrated ability to operate parks maintenance, forestry and cemetery equipment.
- Ability to supervise, train, develop and evaluate staff.
- Ability to plan, assign, schedule and coordinate operations.
- Ability to establish and maintain effective working relationships with staff, external contacts and the public.
- Ability to deal tactfully with the public during times of emotional distress.
- Skill in the use of Microsoft Office applications, City Email, database applications and Fusion. .

Weekly Hours: 40

Salary Range: \$35.83 to \$39.51 CAD **per hour** (2023 rates)

Diversity, Equity and Inclusion

The City of Saskatoon offers an inclusive workplace that embraces diverse backgrounds. As an equity partner with the Saskatchewan Human Rights Commission (SHRC), the City commits to diversity, equity and inclusion in our workplaces. By having our workforce reflect the community we serve, we support the realization of miyo-pimatisiwin, (me-o-pi-ma-ti-si-win) "the good life", for all residents. To learn more about Diversity, Equity and Inclusion at the City, please visit [Saskatoon.ca/diversity](https://saskatoon.ca/diversity).

Accommodation

The City of Saskatoon strives to provide an accessible and inclusive workplace for all, including throughout the application and selection process through reasonable access and accommodations. Should you require accommodation through any stage of the recruitment process, please email talentacquisition@saskatoon.ca.