



English Version

Job Description **Superintendent – Notre-Dame Cemetery**

- **Job Title:** Superintendent
- **Reports To:** Director or Delegate
- **Job Type:** Full-time, Temp Contract until 31st December 2026 with possibility of extension or permanency
- **Salary Range:** \$33 – \$38 per hour
- **Working Hours:** 40 hours per week, Monday to Friday from 7:30 a.m. to 4:00 p.m., (including a 30-minute unpaid lunch break)
With flexibility for overtime as required
- **Vacancies:** Existing Vacancy (Temporary replacement)
- **Employer & Workplace Location:** Notre-Dame Cemetery, 455. Montréal Rd. Ottawa, ON K1K 0V2
- **Date Posted:** March 30, 2026
- **Application Deadline:** Applications accepted until the position is filled

About the Role:

Notre-Dame Cemetery is seeking a dedicated **Superintendent** to plan, coordinate, and supervise cemetery operations. You will ensure the cemetery is maintained as a peaceful and respectful environment while overseeing standardization and compliance across parish cemeteries.

Key Responsibilities:

- Supervise maintenance staff and coordinate daily cemetery activities
- Hire, train, and manage staff in collaboration with Archdiocese People & Culture
- Coordinate burials and liaise with administrative staff
- Manage approved budgets and track expenditures
- Oversee seasonal maintenance, projects, and equipment upkeep
- Ensure compliance with Ontario Cemetery Law and BAO regulations
- Conduct assessments and standardize operations in parish cemeteries
- Provide guidance and training to parish cemeteries

Qualifications:

- Bilingual: English and French (oral and written)
- Minimum two years of experience in cemetery administration/management or equivalent experience in a related field



- College diploma or equivalent
- Knowledge of Ontario Cemetery Law and BAO regulations
- Strong organizational, multitasking, and time management skills
- Ability to act with discretion, tact, and diplomacy
- Valid driver's license and recent criminal background check/federal security clearance
- Proficiency in standard office software

Why Join Us:

- Supportive work environment
- Opportunity to lead and standardize cemetery operations
- Make a meaningful impact in providing peaceful spaces for families
- **Opportunity for a permanent position within the cemetery**

HOW TO APPLY

Apply today to join our team!

Send an email to esjobs@ysb.ca and be sure to include the following:

- Your full name
- The name of your YSB Employment Services Case Worker
- The Job Title of the opportunity you are applying to
- A short paragraph on how your skills match the job posting
- An updated resume that is tailored to the job that you are applying to

CANDIDATE COMMUNICATION COMMITMENT

In accordance with best practices, candidates who are interviewed will be notified of the outcome of the recruitment process within 45 days following their final interview.

EQUAL OPPORTUNITY, ACCESSIBILITY & ACCOMMODATION

The Archdiocese of Ottawa–Cornwall is an equal opportunity employer. We welcome applications from all qualified candidates.

In accordance with the **Accessibility for Ontarians with Disabilities Act (AODA)**, accommodations are available upon request throughout all stages of the recruitment and selection process.