

## English Version

### Job Description Superintendent – CND - LF

- **Job Title:** Superintendent
- **Reports To:** Director or Delegate
- **Job Type:** Full-time, Temp Contract until 31<sup>st</sup> 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:** Ottawa, ON
- **Date Posted:** March 30, 2026
- **Application Deadline:** Applications accepted until the position is filled

#### About the Role:

CND - LF 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](mailto: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**

CND - LF 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.