

Town of Caledon

make a difference



Job Title: Coordinator, Cemeteries

Closing Date: July 21, 2025 at 12:00 PM EST

Town of Caledon is a dynamic municipality that successfully balances urban, rural, and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can ***make a difference***.

The Opportunity

Reporting directly to the Manager, Parks Operations & Forestry this role is responsible for the day-to-day supervision of cemetery finances, administration, maintenance and service delivery. You will provide a variety of public services including site visits with families to assist with site selections, processing transactions for buyers, sharing location and historical information as needed, and responding to genealogical and historical research requests. You will be responsible for maintaining accurate and comprehensive records of the cemetery's operations such as plot location and ownership as well as financial transactions. As the Coordinator, Cemeteries, you will perform the following duties, including but not limited to:

- Serve as the primary point of contact for the Town on all cemetery-related matters, providing expert advice and guidance.
- Provide a centralized and comprehensive cemetery management model for Cemetery services, including considerations for data digitization, protection, and integrity contingent on the resourcing and program fees being approved as part of annual budgets.
- Manage cemetery finances, including processing payments, preparing invoices, completing banking transactions and reconciling accounts.
- Coordinate and oversee grave digging and filling operations, either directly or through contracted services, ensuring proper procedures and safety protocols are followed.
- Organize all aspects of cemetery grounds maintenance, including mowing, trimming, landscaping, snow removal and general upkeep to ensure a respectful and aesthetically pleasing environment.
- Monitor industry best practices and regulatory changes, recommending updates to procedures and policies as needed and consult with the Town on policy development, by-law updates and other initiatives related to cemetery governance.



6311 Old Church Road
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www.caledon.ca

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542

The Ideal Candidate

We are seeking an attentive professional with a post-secondary degree/diploma in Business, Funeral Services, Cemetery Operations or a closely related field. Our ideal candidate has 3 years of funeral services experience and minimum 5 years of experience in parks maintenance and operations in an urban growth environment. The candidate must have completed the ORFA Cemeteries Operations Levels one and two certificates and have a valid Driver's License.

The ideal candidate will have demonstrated knowledge towards public relations in the funeral services industry including the Funeral, Burial and Cremation Services Act. We are seeking an individual with superior customer service skills, a demonstrated ability to think and act strategically in a political and corporate service environment, and excellent leadership skills.

The successful candidate for Coordinator, Cemeteries will be required to work a flexible schedule, including in the office, remotely and after hours (as required) and may be responsible to be part of an on-call rotation.

This position offers a salary range of \$85,559.51 to \$106,949.39 plus a competitive benefit package.

Satisfactory passing of a vulnerable sector check or criminal record check, and proof of qualifications will be required of any successful candidate(s) for this position.

The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.

Applications for this posting will be accepted until July 21, 2025 at 12:00PM EST.

How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: www.caledon.ca/careers

If needed and upon request, this document can be made available in an alternative format.



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