



Casual Cemetery Coordinator

TOWNSHIP OF BLANDFORD-BLENHEIM - COMMUNITY SERVICES DEPARTMENT

Position Overview: The Township of Blandford-Blenheim is seeking a dedicated and organized individual to join our team as a Cemetery Coordinator. This role supports the sale of interment rights, plots, niches, products, and services on an as-needed basis, while providing excellent customer service. The Cemetery Coordinator will coordinate interment arrangements with the Township, families, and funeral homes, handle cemetery-related complaints, inquiries, and requests, and maintain all digital cemetery records in the Keystone Management Software. Additionally, the coordinator will assist in monitoring the administrative and operational aspects of the Township cemeteries.

Key Responsibilities Include:

1. **Interment and Plot Sales:**
 - Locate graves for digging and selling.
 - Meet with individuals respecting plot sales.
 - Determine the number of available plots for family members by conducting on-site inspections.
2. **Grave Digging and Maintenance:**
 - Dig graves in collaboration with Township-contractors.
 - Dig graves by hand for cremations.
 - Fill graves after contractors have dug them and after cremations are done.
 - Assist in locating graves for foundations for Township-contractors.
 - Help with general maintenance in the cemetery, including tree trimming and seasonal clean-up.
3. **Coordination and Customer Service:**
 - Coordinate interment arrangements with the Township, families, and funeral homes.
 - Handle cemetery-related complaints, inquiries, and requests.
 - Maintain all digital cemetery records in the Keystone Management Software.
 - Meet Township-contractors in the cemetery as required.
4. **Additional Duties:**
 - Assist with other tasks related to cemetery services as needed and assigned by the supervisor.
 - Proactively identify and address any issues within the cemetery.

Qualifications:

- Experience in cemetery operations, grounds maintenance, or a related field is preferred.
- Strong organizational and communication skills.
- Ability to provide compassionate customer service.
- Proficiency in using digital record-keeping software.
- Physical ability to perform manual labor, including digging and lifting.



- Valid driver's license.

Working Conditions:

- This position involves outdoor work in various weather conditions.
- The role requires physical labor, including digging and lifting.
- Work hours may vary and depend on the needs of the Township, including periodic days and evenings.

Application Process:

Interested candidates are invited to submit a resume and cover letter (in MS Word or PDF Format) detailing their qualifications and experience to the undersigned on or before August 2, 2024 at 2:30 p.m.

Trevor Baer
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Community Service Department
Township of Blandford Blenheim
47 Wilmot Street
Drumbo, ON. NOJ 1G0

The Township of Blandford-Blenheim is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Township of Blandford-Blenheim if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.

We thank all applicants that apply and advise that only those to be interviewed will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act 2001, S.O. 2001, c. 25, and will be used for the purpose of candidate selection

The Township of Blandford-Blenheim is an equal opportunity employer and encourages applications from all qualified individuals.
