



Rocky View is one of Canada's fastest growing municipalities experiencing a wide range of growth pressure and change. We have a dedicated team of professionals who work with a number of stakeholders to develop innovative and unique solutions for the complexities of rural and metro-urban development. We are searching for individuals who want challenging work, thrive in a fast paced environment, provide excellent customer service, and have a great attitude that enables the municipality to grow.

Are you up for the Challenge?

Cemetery Supervisor Competition #10 - 005

As the Cemetery Supervisor, you will have the opportunity to delve into a number of diverse and challenging projects that Rocky View is managing as it faces unprecedented growth. Your role will be multi-faceted as a key leader. You will be required to provide feedback and support to the Parks, Recreation and Community Services Manager, oversee the daily operations of the Cemetery team, and assume a key role in the evolution of the County's cemeteries to provide direction for the delivery of services. Through on going coaching of staff, the team is cohesive and able to problem solve, manage crisis and work towards providing excellent customer service. The industry is unpredictable therefore the ideal candidate must be flexible and be able to manage projects that have business, aesthetic and bereavement components.

Key Accountabilities

- Supervise operational area with an emphasis on efficiency, accuracy, quality and safety to ensure a superior service
- Identify staffing requirements and coordination of staff and departmental workflow
- Mentor and coach staff on performance
- Participate in the development, implementation and evaluation of objectives, policies and procedures
- Assist section Manager with annual budget
- Participate in the updating and/or implementation and roll-out of policies, procedures, guidelines or protocols and communicate pertinent information to staff
- Prepare and attend regularly scheduled meetings of Council and committees as required
- Ensure all burial documentation and financial reporting is completed in accordance with the Alberta Cemeteries Act and Rocky View County policies and procedures
- Work collaboratively with Section Manager on projects including resolving issues and coordinating overall management of assigned files
- Plan and implement the annual project work plan that is in concert with the Cemetery Master Plan
- Work collaboratively with and support other Corporate Departments regarding projects as assigned
- Supervise the historical file program into a digital format
- Ensure that all cemetery operations are in accordance with the Alberta Cemeteries Act

- Prepare or direct the preparation of a variety of reports, support information, documentation and research projects. Represent the County as required in presentations to citizen and other groups such as Provincial Boards and Commissions and Inter-Municipal Committees
- Foster positive relationships with internal and external customers

Key Skills and Aptitudes

- Relevant undergraduate university degree or relevant two year college diploma
- 6 to 8 years relevant progressive experience including budgeting, supervision and project management
- Current Landscape Application Certificate or eligibility to acquire
- Strong leadership, team building, conflict resolution, business/technical writing, coaching and mentoring abilities
- Capable of providing superior customer service, leading by example and creating a culture of excellence
- Proficient with MS Office Suite, business/technical communication
- Possess a valid class 5 driver's license to conduct Rocky View County business

Please forward your resume quoting competition number and position, in the subject line of e-mails by Sunday, January 31, 2010 to:

Human Resources
Rocky View County
911 - 32nd Avenue N.E.
Calgary, Alberta T2E 6X6
Confidential Fax: (403) 276-1407
E-mail: careers@rockyview.ca

All applicants must be legally entitled to live and work in Canada, and only those applicants selected for interview will be contacted.