

CEMETERY SUPERINTENDENT

GENERAL STATEMENT OF DUTIES: Has responsible charge of the Town of North Salem cemetery; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Cemetery Commissioner, is responsible for the maintenance and operation of a municipal cemetery. Supervision is exercised over a working foreman and several laborers.

EXAMPLES OF WORK: (Illustrative Only)

Supervises the building of concrete foundations, the sodding and grading of burial plots, and the mowing and trimming of grass and shrubbery;

Oversees cemetery projects;

Maintains records and diagrams of burial plots and interments;

Confers with prospective purchasers of cemetery lots and makes records of sales;

Keeps a variety of records and reports in connection with the above activities.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge or ground maintenance practices; knowledge of the tools, techniques, materials and methods associated with the masonry trade; ability to supervise the work of others; ability to keep simple accounting and clerical records; ability to get along well with others; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and two years of experience in grounds or park maintenance work.