

CEMETERY SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Town Supervisor and Town Board, an incumbent is responsible for the maintenance and operations of a municipal cemetery. An incumbent maintains all cemetery records, ensures the grounds and grounds maintenance equipment are properly cared for, and provides guidance to parties interested in purchasing a burial plot or columbarium niche. Supervision is exercised over Laborers and other subordinate staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises grave site preparation and turf maintenance activities including the building of concrete foundations for headstones, excavating for burials, sodding and grading of burial plots, resetting of fallen monuments and stones, tree and snow removal, mowing of grass and trimming of shrubbery; inspects work for conformance to instructions and regulations;

Oversees cemetery projects and submits requests for capital improvement projects;

Ensures mechanical and motor equipment are properly maintained including excavators, Bobcat utility vehicles, lawn mowers, trimmers and chainsaws;

Keeps a variety of records and reports in connection with the cemetery including receipts for plots purchased and perpetual care, burial transfer permits, interment cards, and interment orders from funeral homes;

Maintains records and diagrams of burial plots and interment locations; locates graves upon request of families and monument companies;

Confers with prospective purchasers of cemetery plots, columbarium niches, foundation and inscription permits; advises pricing structures, collects fees, and makes records of sales;

Schedules and coordinates funeral services and burial arrangements with funeral home directors and families;

Ensures compliance with all relevant codes and laws and corresponding reporting requirements governing the burial of human remains;

Prepares and maintains the cemetery budget;

Performs clerical work including preparation of personnel time sheets, requisitioning of equipment and supplies, and the preparation of financial statements, work progress and attendance reports;

Responds to questions, complaints and requests for information from the bereaved, general public, business and community organizations in a courteous and timely manner;

Attends monthly staff meetings;

EXAMPLES OF WORK (Illustrative Only) (Cont'd.):

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the organization and functions of cemeteries; good knowledge of current practices, procedures, and equipment involved in cemetery operations, construction and maintenance; good knowledge of Federal and State interment codes and laws; good knowledge of grounds maintenance practices, procedures, supplies and equipment; good knowledge of use, care, and repair of the grounds maintenance equipment; good knowledge of the accident and safety precaution connected with such maintenance work; working knowledge of the methods and procedures involved in budget preparation; ability to plan and supervise the work of others; ability to maintain complex records and files; ability to comprehend and carry out complex oral and written directions; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with employees, outside agencies and the general public; ability to use tact, patience, empathy and courtesy to effectively deal with grieving families; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; good judgment; 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 six (6) months of experience in the operation of a cemetery and three (3) years of grounds keeping or maintenance work, including or supplemented by one (1) year of supervisory experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.