

MAJOR FUNCTION

This is responsible administrative and supervisory work that oversees the management of five City cemeteries including construction, maintenance, and repair of City equipment and facilities. Work involves selling cemetery lots and maintaining records, informing citizens of the location of cemetery lots, coordinating gravesite activities among various workers, overseeing the work of maintenance and security contractors and supervising subordinate employees. This position requires extensive interaction with the public, funeral homes, and contractors. Work is performed with considerable independence under the general administrative direction of a superior. Work is reviewed through conferences, inspection by reports and by results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Plans, supervises, coordinates and participates in the construction, maintenance, repair and care of cemetery equipment and facilities. Handles cemetery lot sales. Coordinates interment and disinterment activities. Explains and enforces rules and regulations pertaining to the use of cemetery properties. Informs maintenance and contractor crews of scheduled funeral activities and the location of burial lots. Maintains records and makes reports of cemetery activities. Obtains bids and recommends selection of maintenance contractors. Provides specifications to maintenance contractors. Coordinates work of maintenance and security contractors to ensure that they meet guidelines and specifications. Reviews work, resolves contract discrepancies and authorizes the payments for contractors. Recommends the hire, transfer, promotion, grievance resolution, discipline or discharge of employees. Conducts performance evaluations and recommends approval or disapproval of merit increases. Performs additional property management duties including vacant lot maintenance. Performs related work as required.

Other Important Duties

Responds to all inquiries and complaints from the public concerning cemetery information and operations in general, including coordinating with families, Police Department and other agencies on vandalism incidents at cemeteries. Participates in repair and maintenance activities. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of materials, equipment, methods and practices essential to the maintenance, repair, improvement and operation of cemetery grounds. Ability to supervise subordinates in a manner conducive to full performance and high morale. Ability to maintain records and reports. Ability to communicate effectively, clearly and concisely, both orally and in writing. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to understand and carry out written and oral instructions. Ability to communicate effectively with members of the public during normal course of business and under difficult emotional situations. Skills in the use and maintenance of various motorized and manually-operated equipment. Skill in the use of microcomputers and the programs and applications necessary for successful in performance.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and five years of experience that includes cemetery operations; or an equivalent combination of training and experience. Two year of supervisory experience is also required and may be part of any of the aforementioned experience or may be in any work area.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

Revised: 08-15-84
02-08-90
08-08-94
04-21-04*
02-12-11*
02-11-13