

Job Description

Cemetery Maintenance Supervisor

Compensation

\$16.00-\$19.00/hour plus benefits

Definition

To perform a variety of supervisory tasks, grounds maintenance, and repair activities in the Village Cemetery. As needed, must also be able to perform responsible public works, construction, maintenance, repair, and physical labor activities; to operate power-driven equipment and tools, and to perform related work as required.

Supervision Received

Work is performed under the supervision of the Department of Public Works Superintendent in coordination with the Village Clerk.

Supervision Exercised

Exercises close supervision over assigned seasonal personnel.

Example of Duties and Responsibilities

The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive.

- Supervise the operation of the Village cemetery by scheduling burials, coordinating the sale of grave plots and plot ownership with the Village Clerk.
- Assist DPW Superintendent in hiring of seasonal Cemetery personnel.
- Order graves opened and closed.
- Direct and participate in the recording of all burials, receives and processes burial permits, researches old burial records, checks lots and gives grave locations.
- Perform administrative duties including keeping accurate records, creating and processing work orders, coordinate purchasing of supplies and equipment with DPW Superintendent, and keeping track of inventory.
- Perform a variety of public relations and marketing duties which include providing assistance in site selection, consults with bereaved families as required.
- Plan, organize and direct the layout, operation and maintenance of cemetery grounds.
- Supervise and direct seasonal personnel assigned to the Village Cemetery.
- Provide recommendations regarding equipment purchases and requisitions all supplies and materials needed for effective cemetery operation.
- Insure the proper maintenance of equipment and tools by supervising and participating in cleaning and checking equipment and tools after use.
- Oversee the safety of assigned personnel by instructing individuals in proper safety procedures and monitoring work in progress.
- Operate a variety of power construction and maintenance equipment used in the cemetery, as required.
- Maintain cemetery grounds, prepare foundations for grave markers, repair graves that have settled, and install and repair irrigation lines.
- Perform other duties as assigned.

In addition to Cemetery Maintenance Supervisor duties, the following duties may also be assigned as needed and are dependent upon the level of skill, ability, and expertise of the individual. They are not to be construed as exclusive or all-inclusive.

- Perform snow removal activities, with both power and manual equipment, including emergency (24 hours a day) snow removal.
- Perform maintenance work for Village properties and structures, including general painting and maintenance.
- Perform emergency (24 hours a day) water and sewer line repair work as required.
- Perform jetting, flushing, cleaning, and repair of sanitary and storm sewer mains.

- Build water and sewer mains; tap and run service lines; build/repair manholes, catch basins and other structures.
- Assist in maintaining parks and recreation equipment and facilities.
- Repair and patch streets; install, repair and replace traffic, street and other signs.
- Repair fences and perform concrete work.
- Perform varied landscaping and grounds maintenance work. Pruning of trees/shrubs; chip brush.
- Perform rough finish carpentry, construction and repair work.
- All types of underground work.
- Install and remove flags, holiday and event banners.
- Regularly clean Village properties and structures, and parking areas and empty Village trash bins.
- Clean DPW shop area and equipment.
- Expected to deal with the public and coworkers in a courteous and respectful manner and perform duties in a safe and efficient manner.
- Other duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

Required Knowledge, Skills and Abilities

- High school diploma or equivalent required.
- Possess a valid Michigan commercial driver's license (CDL) class A or B with valid medical card, or the ability to obtain one in three months from hire.
- Experience with proper tree trimming and grounds keeping practices and equipment preferred.
- Working knowledge of leadership skills including communications, motivation, and performance feedback.
- Ability to efficiently assign and monitor the work of others, provide instruction, lead a small crew and inspire confidence.
- Ability to work effectively as part of a team and individually, keeping a friendly and professional attitude with fellow employees and the public.
- Reasonable knowledge of work methods, practices and procedures involved in a variety of public works construction, maintenance and repair activities.
- Reasonable knowledge of street, sidewalk, water line, sewer line, buildings and grounds maintenance work.
- Reasonable knowledge of the operation of trucks and other automotive and power-driven equipment and tools.
- Be generally available for off-hour emergencies and weekends on call.
- Ability to work under emergency conditions, potentially called up 24 hours a day year-round.
- Ability to prepare accurate records, and read blue prints
- Ability to perform heavy manual labor under all types of weather and other conditions.
- Be able to pass physical and random drug testing.
- Ability to understand and follow verbal and written instructions.
- Safe work and driving practices.
- Physically active with good stamina.
- Good personal hygiene and appearance.

Physical Characteristics of Work

Climbing, stooping, kneeling, crouching, walking, lifting, reaching, hearing, grasping, finger dexterity and repetitive motions are required. Outside work involving frequent standing and walking, includes exposure to cold/snow and heat/rain. Ability to lift moderately heavy weight of at least 50 lbs.

Employee may also be exposed to darkness or poor lighting, dirt/dust, fumes/odors, moving machinery, noise, vibration, visual strain, wetness/humidity, mechanical hazards, chemical hazards, traffic hazards, microbiological hazards and bodily injury. The work may also expose the employee to unpleasant social situations, significant work pace pressure and irregular hours.