

Cemetery Sexton

DEPT: Public Works
DIV: Cemetery
DATE: July 2016

FLSA: Non-Exempt
EEOC: Service/Maintenance



POSITION SUMMARY

Performs a variety of **general administrative and supervisory duties** related to planning, coordinating and directing all phases of cemetery operations, cemetery turf management and beautification, facilities maintenance, construction & repair.

SUPERVISION RECEIVED

Works under the general supervision of the Parks & Cemetery Superintendent.

SUPERVISION EXERCISED

Provides close to general supervision of Cemetery Maintenance Worker(s) II, I, part-time, temporary, and seasonal laborers.

ESSENTIAL FUNCTIONS

Manages the day-to-day operations of the city cemetery division; determines and recommends cemetery project priorities; specifies work schedules and deadlines, determines materials needed to complete specified objectives; allocates personnel and equipment resources as needed to assure timely project completion.

Reviews performance and makes decisions affecting job retention, advancement and discipline; initiates and participates in the recruitment and selection of division staff; develops and conducts staff training.

Performs general administrative duties of the division; maintains comprehensive work records, maintenance records, accident records, vehicle maintenance records, equipment and labor costs; collects information and data for various reports; prepares reports and statistical analyses to aid and plan an evaluation of cemetery maintenance and operations programs.

Prepares division budget recommendations, makes cost projections, assures division compliance with established budget limitations and allocations; drafts bid specifications and reviews proposals; reviews billings for accuracy; monitors inventory of parts and equipment; manages division purchasing processes; requests and reviews proposals for services.

Initiates programs to secure adequate revenues and achieve fiscal goals; oversees the scheduling of funerals; Shows burial plots to individuals.

Supervises and performs various field duties; such as; lawn cutting and trimming; digs and marks off graves; installs and sets head stones and develops new cemetery sections; maintains and repairs irrigation system.

Establishes and maintains a system of records, files and maps for the cemetery legend; prepares monthly burial report for county and state records; sells burial plots & receives and accounts for payments when needed; makes receipts and maintains payment balances in cooperation with city office clerical support staff. Maintains cemetery records and enters information into computer system.

Responds to public questions, explains cemetery procedures and policies; assists with funerals by directing processions and coordinating cemetery activities; assists people in locating graves; supervises the work of head stone and vault companies.

Operates a variety of equipment including backhoe, mini excavator, dump truck, lawn mowers, tractors, snow blowers, tamping machines etc.; performs routine maintenance and repair of equipment; operates weed sprayer in applying herbicides for control of weeds.

Directs the installation, maintenance, and repair program of the pressurized irrigation system for the cemetery; supervises and directs horticultural maintenance of cemetery; carries out supplemental irrigation to sustain or force growth; assures operation and maintenance of automated water pumps.

Seasonal duties include winterizing irrigation systems, flushing watering systems in the spring, maintaining roadways, pathways and pavilions. Additional seasonal duties include but are not limited to equipment repairs, facility repairs or overall City support.

Directs training for all Cemetery staff. Training includes the use of backhoes, loader tractors, mowers, and landscape equipment. Assists the Parks, Buildings and Cemetery Manager with the purchase and replacement of equipment.

Monitors health condition of trees, shrubs and other horticulture; evaluates diseases and analyzes and makes decisions for the treatment of unhealthy trees, shrubs and related greenery.

Directs and performs seasonal functions including, snow removal, snow plowing, etc.; performs complex sprinkler system

repair or installation; operates equipment to perform maintenance functions as needed.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school, plus one two (2) years of specialized training related to turf management;

AND

B. Five (5) years of progressively responsible experience in the maintenance, upkeep, and beautification of turf, cemeteries, facilities and related environs;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of maintenance equipment such as backhoe, loader, dump truck, mowers, tractor, power over seeders, aerators, string trimmers, edger, welders, etc.; landscape and irrigation system design; flow pumps; of hazards and related safety precautions associated with equipment operations; of herbicides, fungicides, insecticides and proper application of the same; of turf management; of interpersonal communication skills. **Working knowledge** of principle of supervision and employee performance management; budget practices and procedures; inventory control; light equipment maintenance and repair.

Skill in the operation of various types of light equipment such as mowers, front end loader, tractor, backhoe, etc., basic mechanics, basic electrical and plumbing operations, basic carpentry.

Ability to recognize and identify common weeds and pests; recognize and identify diseases common to turf and greenery; effectively apply chemicals for the abatement and eradication of noxious weeds and insects; communicate effectively, verbally and in writing; must maintain a basic knowledge of computers, software and input skills; develop effective working relationships with supervisor, subordinates, and the public.

3. Special Qualifications:

Must be a State of Utah Certified Pesticide Applicator. Must become GRAMA certified to work with publicly protected documents.

4. Work Environment:

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing and seeing essential to the performance of the job. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, discriminating thinking. Frequent local travel required in normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____

(Employee)