



Cemetery Superintendent

Cemetery

Salary: \$42,178. This is a Salaried-Exempt position

JOB SUMMARY

This position is responsible for directing the operations and maintenance of the city cemetery.

MAJOR DUTIES

- Directs the work of department personnel; trains, schedules, assigns, directs, supervises and evaluates personnel.
- Schedules and supervises daily grounds maintenance activities, including mowing, fertilization, pesticide and irrigation operations.
- Coordinates with funeral homes and contractors to schedule burials.
- Monitors the work of contractors and funeral home personnel to ensure compliance with all relevant city ordinances and state and federal laws.
- Prepares weekly and monthly reports.
- Maintains accurate cemetery lot inventory and interment records.
- Responds to and resolves citizen questions and complaints.
- Maintains inventory of equipment and supplies.
- Ensures that City equipment is properly inspected, maintained and properly used.
- Coordinates the sale of cemetery lots; shows available lots to potential customers.
- Responsible for employee safety, including safety meetings and maintaining safety equipment.
- Coordinates and directs inmate labor activities with the Spalding County Correctional Officer.
- Responds to after-hours and weekend calls.
- Maintains computer software in the Pontem Cemetery Management System.
- Performs related duties, as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the tools, equipment, materials, and procedures used in the operation and maintenance of a city cemetery.
- Knowledge of city and departmental policies and procedures.
- Knowledge of relevant local, state and federal regulations.
- Knowledge inventory management principles.
- Knowledge of supervisory principles and practices.
- Knowledge of Microsoft Office Suite and other job related software programs, including Pontem.
- Skill in planning, organizing, directing and coordinating the work of personnel engaged in cemetery maintenance operations.
- Skill in the use of a variety of job-related equipment and tools.
- Skill in the supervision of personnel.

SUPERVISORY CONTROLS

The Deputy Director – Public Works assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include ensuring strict adherence to city and department policies and ordinances and the Secretary of State's rules and regulations regarding cemeteries. , and department policies and procedures. These guidelines require judgment, selection and interpretation in application. This position assists with the development of department guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management and supervisory duties. The necessity of dealing with grieving family members contributes to the complexity of the position.
- The purpose of this position is to oversee the operations and maintenance of the city cemetery. Success in this position contributes to the efficiency and effectiveness of those operations as well as in compliance with all state and federal regulations.

CONTACTS

- Contacts are typically with co-workers, other city employees, interment contractor, Corrections Officer, funeral home personnel, vault and monument companies, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, walking, bending, crouching or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Administrative Secretary (1), Equipment Operator (1), Cemetery Maintenance Crewleader (2), and scheduling the work activity for the Corrections Officer.

MINIMUM QUALIFICATIONS

- High School diploma or GED. Associates degree, preferred.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with three (3) to five years (5) of experience.

THE CITY OF GRIFFIN IS AN EQUAL OPPORTUNITY EMPLOYER