

CITY OF SEDALIA, MISSOURI

Job Description



Job Title:	CEMETERY DIRECTOR		
Department:	Cemetery		
Supervisor:	City Administrator		
Date:	February 2012	Position No.	CEM/1
FLSA Status:	Exempt	Random Substance Testing:	Y

Job Summary:

This position is responsible for the care, maintenance, and operation of the city's cemetery.

Job Scope:

The purpose of this position is to manage the care, maintenance, and operation of the city cemetery. Successful performance helps ensure the maintenance and efficient operation of the cemetery.

Essential Duties and Responsibilities:

1. Oversees grave sales.
2. Ensures that persons are buried in correct section and grave; maintains grave records.
3. Serves on call twenty-four hours a day, seven days a week to meet with families and prepare gravesites.
4. Obtains name, death and birth information, time of burial, and type of container to be used from funeral home representatives or family members.
5. Interacts with funeral home representatives, families, and the general public concerning cemetery fees, usage, and operations.
6. Leads funeral processions to proper place.
7. Records daily work history, time records, fuel usage, equipment needs, repairs, and employee pay and performance; creates monthly reports.
8. Prepares and maintains the cemetery budget.
9. Establishes and enforces cemetery rules; inspects cemetery for damage or vandalism.
10. Organizes all monthly charges for cemetery work; prepares for billing to funeral homes; presents all collected monies for receipt.

11. Updates and maintains all cemetery burial records.
12. Hires and supervises employees; plans and delegates work.
13. Assists walk-in customers in locating graves.
14. Meets with City Administrator on a regular basis to discuss issues related to the cemetery.
15. Performs other related 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 does not exclude them from the position if the work is similar or related to the position.

Minimum Qualifications:

1. High School diploma or GED
2. 2 years experience in grounds maintenance, horticulture practices, business or related field.
3. Prior supervision experience preferred
4. Knowledge of municipal government practices preferred
5. Missouri drivers license
6. Must successfully complete a pre-employment drug screen and agree to be subject to random drug screen throughout employment.

Necessary Knowledge, Skills, and Abilities:

1. Knowledge of the operation of grave digging equipment.
2. Knowledge of proper burial procedures, monument placement, burial vault types, and grave plot layout.
3. Knowledge of basic accounting procedures.
4. Knowledge of grave and burial prices.
5. Knowledge of accepted personnel practices, procedures, and policies, including supervision.
6. Skill in grounds maintenance.
7. Skill in performing basic mathematical calculations.
8. Skill in using a calculator.
9. Skill in oral and written communication.

Guidelines:

1. Personnel policies, safety procedures, and cemetery rules and regulations;
2. City codes and ordinances
3. Missouri State Statutes
4. Guidelines may require judgment, selection, and interpretation in application

Complexity:

The work consists of related duties connected to the care, maintenance, and operation of the city cemetery. The need to deal with grieving family members contributes to the complexity of the position. The need for sensitivity to political factors and enforcement issues requiring legal intervention contribute to the complexity of the work.

Principal Working Relationships:

1. Co-workers, other city employees,
2. Funeral home personnel, family members of deceased persons, monument company representatives, vault company employees, and the general public.

Purpose of Contacts:

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

Supervisory and Management Responsibility:

This position has direct supervision over a Crew Leader and Equipment Operator(s).

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is typically performed while sitting at a desk or table with intermittent standing or stooping. Some reaching and bending may be required. The employee occasionally lifts light and heavy objects, and may be required to distinguish between shades of color.

Work Environment:

The work is mostly sedentary and typically is performed in an office. Work may involve prolonged use of the telephone and personal computer. Evenings and weekends may be required.