

Town of Crystal Bay

Job Description

Cemetery Manager

Reports To: Town Board.

Wage Range: \$17.50/hr for approximately 85 hours.

Job Overview:

To fulfill the purpose of the cemetery in such a way as to maintain an atmosphere that is a peaceful, respectful, and worry-free environment and to oversee the smooth and accurate operation of all day-to-day maintenance, care, and policies of the cemetery facilities, land, and services to families.

Responsibilities:

- Operate all township and/or rented equipment safely.
- In collaboration with the Town Clerk, Hire additional cemetery workers as needed.
- Be responsive to community members' complaints.
- Supervise all cemetery employees and contractors.
- Manage the Cemetery budget.
- Maintain accurate records on all lots to include receipts for money, perpetual care and accounts for plots that are being purchased.
- Facilitates sales of grave plots.
- Arranges for burials with families; locates graves for families and monument companies.
- Prepares grave sites for burial; digs grave; fills graves; places flowers on graves.
- Ensure vault and imitation grass are in place.
- Maintains cemetery grounds; repairs graves that have settled.
- Other duties as necessary and appropriate.

Requirements:

- Skill in operating a backhoe, dumptruck, tractor and small engine and power equipment.
- Ability to establish and maintain effective working relationships with employees, other agencies and the public; ability to work outside in all kinds of weather; ability to communicate effectively both verbally and in writing; ability to direct the work of others; ability to relate in an appropriate manner to the families of the deceased.
- Thorough knowledge of cemetery practices, procedures, and equipment operations; extensive knowledge of cemetery layout; working knowledge of record keeping procedures.
- Thorough knowledge of cemetery grounds maintenance; working knowledge of maintenance and repair on light equipment and small engines.
- willingness to work evenings, weekends and holidays as needed.

Physical Demands:

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

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand, sit, walk and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and smell.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee frequently works in outside weather conditions. The employee regularly works near moving mechanical parts and is regularly exposed to wet and/or humid conditions and vibration. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals.
- The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.