

Uintah County

Job Description



Title:	Cemetery Manager	Code:	112
Division:	Administration	Effective Date:	3/07
Department:	Cemetery	Last Revised:	3/07
FLSA Cat:	Exempt	Pay Grade:	29

GENERAL PURPOSE

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 County Commissioners.

SUPERVISION EXERCISED

Provides close to general supervision to Sexton(s), Groundskeeper(s) II and I and seasonal maintenance personnel.

ESSENTIAL FUNCTIONS

Manages the day-to-day operations of the county cemeteries; determines and implements project priorities; develops work schedules and deadlines, determines materials needed to complete specified objectives; assigns crew and allocates equipment resources as needed to assure timely project completion; monitors employee performance, makes recommendations affecting employment status, i.e., advancement and retention.

Performs general administrative duties; 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 analysis to aid and plan an evaluation of cemetery maintenance and operations programs.

Prepares budget recommendations, makes cost projections, assures compliance with established budget limitations and allocations; drafts bid specifications and reviews proposals; reviews billings for accuracy; monitors inventory of parts and equipment; manages purchasing processes; requests and reviews proposals for services; initiates programs to secure adequate revenues and achieve fiscal goals.

Oversees the scheduling of funerals; sells burial plots & receives and accounts for payments; makes receipts and maintains payment balances in cooperation with county office clerical support staff; insures all appropriate paper work is completed and coordinates the scheduling and arrangements for funeral services with the funeral homes; monitors outstanding accounts and executes actions necessary to collect earned revenues.

Supervises and performs various field duties such as mowing and trimming of grass, removal of weeds, pruning and care of trees and shrubs; installs, raises and straightens

markers; raises sunken graves; installs and sets head stones and develops new cemetery sections; maintains and repairs sprinkling system.

Accurately locates proper grave sites, measures and marks site for excavation, Operates backhoe and other equipment, opens graves, sets up casket lowering devices, closes graves; performs disinterments and reinterments when necessary.

Establishes and maintains a system of records, files and maps for the cemetery legend; prepares monthly burial report for county and state records;

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

Operates a variety of equipment including backhoe, dump truck, lawn mowers, tractors, snow blowers, tamping machines etc.; performs routine maintenance and repair of equipment.

Directs the installation maintenance and repair program of water sprinkler system for the cemetery; supervises and directs mowing, watering and aeration of cemetery turf; carries out supplemental irrigation to sustain or force growth; assures operation and maintenance of automated sprinkler systems and water pumps, installs clocks and timers.

Oversees seasonal duties such as winterizing sprinkler systems to avoid freezing, flushes watering systems in spring, and repairs other equipment and facilities; performs complex sprinkler system repair or installation.

Directs the training of laborers in equipment usage such as backhoe, loader tractor, trencher, power sweeper, post-hole digger, tree spade, fork lift, gang lawn mowers, and landscape 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.; operates equipment to perform maintenance functions as needed.

Determines purchasing needs for the department, i.e., maintenance supplies, office supplies and related inventory.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

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

AND

B. Four (4) 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 overseeders, aerators, thatchers, welder, trimmers, etc.; landscape and sprinkler 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 and greens management; of interpersonal communication skills. **Working knowledge** of principles 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 gang mower, 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; develop effective working relationships with supervisor, subordinates, and the public.

3. Special Qualifications:

Must possess a valid Commercial Drivers License (CDL).

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)