

## **CEMETERY SUPERINTENDENT**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for the operation and maintenance of a municipal cemetery. The work is performed under the general direction of the Town Board with a wide leeway allowed for the exercise of independent judgement. Supervision may be exercised over the work of subordinate employees. The incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Responsible for maintaining records of internments;
- Prepares, files and maintains cemetery lot cards;
- Responsible for recording and maintaining fiscal records;
- Arranges the reception of funeral processions;
- Coordinates funerals within the cemetery area;
- Supervises the care and maintenance of cemetery laws, walks, shrubs, trees and other grounds;
- Prepares foundation for monuments and tombstones;
- May supervise the work of subordinate employees;
- Prepares a variety of records and reports.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of modern methods of keeping and reviewing records and financial reports; working knowledge of business arithmetic; supervise the work of others; ability to prepare and maintain ability to plan and written records and reports; ability to follow oral and written directions; ability to interact well with others; initiative; sound judgement; tact; courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in the preparation and maintenance of records and reports.