

Department: In all Towns
Classification: Non-Competitive (Seasonal)
Grade: _____

SPEC DISK G3
DOCUMENT 28

CEMETERY SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for overseeing the care of the Town cemeteries. This is supervisory work involving responsibility for seeing that the maintenance activities are performed on schedule and in accordance with approved procedures.

In addition, this employee has the responsibility for showing cemetery lots and in making certain that the sales of lots are properly recorded. This employee works under the general supervision of the cemetery Sexton and may involve the routine supervision of a group of laborers. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Shows cemetery lots to prospective purchasers;
Notifies the Town Supervisor on the lots sold and the description of each lot;
Recommends needed repairs to cemetery facilities to the Town Board;
Notifies the appropriate police and enforcement officials on any vandalism on cemetery premises;
Performs a variety of duties related to the records and reports in connection with the above activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of cemetery maintenance methods and procedures; ability to supervise the work of others; ability to keep simple accounting and clerical records; reliability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Two years of grounds maintenance activities; or an equivalent combination of training and experience.