

JOB DESCRIPTION

CEMETERY SEXTON			
Department:	Department of Public Services	FLSA Status:	Non-Exempt
Work Comp Code:	9220	Unit/Group:	GME
		Pay Classification:	Grade 10

Reporting Relationships
Receives general supervision of the Parks and Recreation Superintendent
Supervises and trains, seasonal cemetery maintenance employees.

Essential Job Functions
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do. <i>Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.</i>

Under the supervision of the Parks & Recreation Superintendent, performs a variety of supervisory, administrative, and technical work in the planning, operation, and administration of the Oakwood Public and Catholic Cemeteries. Supervises and serves as lead worker for crews conducting interments and maintenance of facilities, grounds, and roadways. Must be available to work days, nights, and weekends when necessary for funeral services.

Job Responsibilities
This job description should not be construed as an exhaustive list of duties and responsibilities performed by persons assigned to this classification. It is not intended to limit or in any way modify the right of any supervisor or manager to assign, direct and control the work of employees under his/her supervision. All principal duties and responsibilities of this position are essential functions of the position. Job descriptions are reviewed on a regular basis and may be revised at any time. Revisions will be communicated to employees within the classification. This job description does not constitute a contract of employment.

1. Performs job duties adequately, properly, and in a timely manner; follows personnel and departmental policies and operating procedures; shows respect, tact, and courtesy in dealings with coworkers and the general public; behaves in a manner that does not obstruct or hinder other employees from completing their duties; acts in a manner that is safe and follows the City’s adopted policies and procedures at all times.
2. Follows and adheres to agreement with the Diocese of Gaylord.
3. Plans and coordinates with funeral directors, monument companies, and vault companies for conduct of funeral services including burial site and equipment.
4. Directs and participates in the recording of all burials and cremations; receives and processes burial permits; researches burial records, checks plots and identifies grave locations; keeps accurate records. Prepares billing information for burial services rendered.

5. Supervises and participates in all aspects of burials/funerals: opening and closing of burial site; restoration of dirt and sod; and placement of foundations for headstones.
6. Trains, schedules, equips, and directs seasonal staff involved with maintenance of cemetery grounds and monuments. Prioritizes required maintenance and develops employee work schedules to meet needs.
7. Reviews and enters cemetery employee hours into the BS&A timesheet module. Verifies and ensures accuracy of employee time reports, and compliance with adopted collective bargaining agreements.
8. Functions as lead worker for all maintenance activities in and around the cemetery.
9. Coordinates with the Parks Supervisor for additional equipment and staffing when needed.
10. Maintains positive public relations with cemetery visitors, funeral directors, and families involved in funerals; assists in accurate location of graves; provides information on purchasing burial rights and in coordinating funeral arrangements. Provides on-call services as required.
11. Performs administrative duties including the preparation and administration of budgets, records, work orders, coordinates purchasing.
12. Consults with Parks and Recreation Superintendent regarding purchasing, and provides recommendations regarding all supplies and materials needed for effective cemetery operation.
13. Ensures compliance with and adherence to all safety regulations required of contractors, seasonal staff, and employees working in and around the cemetery.
14. Performs repairs and routine maintenance on equipment used in and around the cemetery grounds.
15. Assists in motivating and evaluating personnel by acting as a liaison between crew members and other supervisors
16. Lead contact for volunteer events.
17. Shall be available to support all parks and recreation functions, including being part of the on-call rotation for overtime.
18. The responsibility of this position will be performed during regular business hours unless there are funeral services, in the evening or weekends. Perform other related work as required by the Parks and Recreation Superintendent.

Minimum Qualifications

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Knowledge of:

- Thorough knowledge of the techniques, materials and practices of landscaping, construction and maintenance.
- Thorough knowledge of facilities, materials, methods and procedures used in cemetery systems.
- Considerable knowledge of the laws and ordinances affecting cemetery operations and the real estate laws affecting cemetery plots.
- Knowledge of principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Some knowledge of landscaping methods, techniques and materials.
- Knowledge of Microsoft Office: Word, Excel. Google Suite: Email, Calendar, Hangouts, Meet, BS&A Modules.
- Working knowledge of the City budgeting process; ability to develop and monitor a budget.

Skills and Abilities to:

- Consistently demonstrate sound ethics and confidentiality of information
- Effectively use office equipment and technology, including computers and related software, and the ability to learn new technologies.
- Ability to perform light to heavy physical duties; Ability to work independently in the performance of routine duties. Ability to lift heavy objects and perform strenuous work continuously under varying weather conditions.
- Ability to guide, direct and motivate assigned employees.
- Ability to organize the activities of the operation.
- Ability to communicate effectively, verbally and in writing;
- Ability to critically assess situations and solve problems, and work effectively under stress; work on several projects or issues simultaneously, within deadlines and subject to changes in work priorities.
- Strong analytical skills and attention to detail to detect errors, determine cause and make corrections.
- Proficient in word processing, composition and computer skills.
- Establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with employees, professional contacts, and the public.
- Ability to prioritize projects, manage multiple tasks and resume work in progress after multiple interruptions.
- Ability to tactfully respond to requests and inquiries from the general public on community issues, concerns and needs in accordance with laws, regulations, and established policies.

- Ability to establish and maintain positive and effective working relationships with staff and represent the Department/City in a positive, courteous, professional and friendly manner with the public at all times. Possess an interpersonal skill level to professionally and courteously interact in a positive and sympathetic manner with customers and bereaved families at the Cemetery.

Education, Training and Experience:

- High School Diploma or equivalent, with additional applicable related course work as necessary to maintain ability and skills.
- Two (2) years’ experience managing/supervising or first-line leadership experience.
- Three (3) years of cemetery operations.
- Two (2) years’ experience with operating equipment, such as back hoe, loader, etc.
- Five (5) years’ experience in building, grounds and equipment repairs and maintenance, and snow removal; or an equivalent combination of education and experience.

Licensing and Other Requirements:

- Have a valid Michigan Commercial Driver’s License with Class A with Tanker endorsement.
- Must reside and maintain principal residence within 30 miles from the nearest city limit within twelve months of the date of hire.

Physical Demands and Work Environment

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

SUPERVISORY OR LEAD WORK RESPONSIBILITIES

Leader: Regularly involved in planning and coordinating work assignments and monitoring the work progress of others, but does not have the authority found in a formal supervisor position (hire, fire, discipline).

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel and reach with hands and arms. Dexterity to operate hand and power tools, shovels, rakes, lawn mowers, weed whips, saws, hammers, brooms, chain saws, and the like. The employee is frequently required to stand, walk, talk, hear, bend, twist, stoop, reach, pull, push, and climb stairs, ladders, into and out of equipment all necessary in performance of daily tasks.

These tasks are regular and frequent throughout the day and in completion of assignments. The employee must be able to stand and work from standing position for durations of up to four hours; must be able to operate vehicles and equipment from seated position for durations of up to 4 hours.

In the performance of job duties, employee is required to use a computer for extended periods of time, communicate verbally, and hear. While performing the duties of this job, the employee is regularly required to use written and oral communication skills; observe and interpret situations;

develop, read and interpret data, information and documents; perform highly detailed work under emotional situations; work with frequent interruptions; and interact with officials and the public.

The employee frequently must be able to lift up to 75 pounds and to walk distances of up to 25 yards with the weight on a frequent and regular daily basis. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

TOOLS AND EQUIPMENT USED

In the performance of job duties, the employee may use the following tools and/or equipment: multi-line phone system; computer and associated software; copy and fax machines; scanners; and other office related tools; loaders, backhoe, lawnmower and other cemetery-related equipment, or equipment used in the parks division.

WORK ENVIRONMENT

Work is typically performed in facilities and equipment provided by the City such as an office and outdoors. The employee may be exposed to fire, smoke, noise, dust, dirt, grease, machinery with moving parts, contagious or infectious disease or pathogens, irritating chemicals, and occasional hot, cold or inclement weather.

Employee Signature

Date

By signing above, I acknowledge that I have reviewed this position description and understand the duties described are not all inclusive and other responsibilities may be required. Additionally, I certify I am capable of performing these duties with or without accommodation. The City of Traverse City is an equal employment opportunity employer, committed to promoting equal employment opportunities for all applicants and employees.

Job Description History		
Updated: 08/19/2024		
Budget		
Primary	101-567-702.000	100.00%