

ROSEBUD COUNTY
Job Description

CLASS TITLE: Cemetery Supervisor

DEPARTMENT: Cemetery

ACCOUNTABLE TO: Board of County Commissioners

PRIMARY OBJECTIVE OF POSITION: Under general supervision, performs a variety of skilled and semi-skilled tasks in the maintenance of the cemetery; operates a variety of equipment and light duty trucks. Work varies, individual judgment within prescribed standards and procedures required;

ESSENTIAL JOB FUNCTIONS:

- Must be capable of operating a variety of equipment; work may be performed in undesirable physical conditions of heat, cold, and dampness;
- May be exposed to chemicals, hanta virus, and wasps;
- Duties involve physical work requiring lifting frequently weights up to 50#'s (greater with assistance), crawling, bending, stooping, walking, and climbing;
- Must possess a valid Montana Driver's License.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- Performs a variety of skilled and semi-skilled work as caretaker in the operation and maintenance of the cemetery;
- Operates and maintains a variety of equipment including a backhoe, mowers, and a dump truck;
- Uses a variety of hand and power tools; performs minor maintenance on equipment, checks tires, oil, lubricant, water, lights, and fuel to equipment operated.
- Maintains the irrigation and sprinkler system, pumps, opens and closes graves;
- Some weekend funerals are held;
- Works with families, funeral parlors, and others in assisting in locating graves.
- Prepares minimal records of own activities and grave location records;
- Work may be performed in undesirable physical conditions of heat, cold, and dampness;
- Duties involve physical work requiring lifting up to 50#'s (greater with assistance), bending, crawling, and climbing;
- Contacts with others is frequent requiring common courtesy, relaying of information, dealing with the public, funeral parlors, and others often requiring tact and diplomacy;
- Work performed often requires care and use of proper safety equipment and procedures to prevent injury;
- Performs other duties as assigned.

CLASS TITLE: Cemetery Supervisor (continued)

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS: Supervises the work of Cemetery Maintenance Workers

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Graduation from high school or its equivalent; PLUS
- Two (2) years of experience in grounds maintenance with the ability to operate small engine equipment desirable;
- Must be 18 years of age;
- Must possess a valid Montana Driver's License.

EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:

- Assures that assigned cemetery maintenance tasks are completed;
- Performs minor mechanical repair and maintenance of equipment;
- Stays current as to ground maintenance techniques, changing government restrictions, etc.;
- Coordinates work functions with other Departments;
- Monitors individual performance and provides guidance and advice on work operations;
- Performs such other tasks as may be needed.

Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.

Revised 10-21-2015