



## Job Description

### Cemetery Supervisor

Pay Grade: G08

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**Employment Status:** Full-Time

**FLSA Status:** Exempt

**Experience Required:** Minimum three (3) years of experience.

**Minimum Education Requirements:** High School Diploma or G.E.D.

**Department:** Recreation.

**Direct Supervisor:** Grounds Maintenance Supervisor.

**Supervisory Responsibility:** Direct (x); Indirect (x)

**Primary Work Location:** Work is performed primarily outdoors.

**Certification:** Valid State of Florida driver's license. Limited Lawn and Ornamental license for the proper application of herbicides, pesticides, and insecticides is preferred.

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**Job Summary:** Performs supervisory and administrative work in maintaining the City Cemetery and the selling of plots.

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#### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Supervise the maintenance of cemetery grounds and help maintain equipment and facilities.
- Sell cemetery plots and services.
- Maintain sales and burial records.
- Collect money for lot sales, opening/closings, monument setting fees, and all other charges related to cemetery fees.
- Train, schedule, supervise, and evaluate employees.
- Collect and record burial information provided by either family or friends with the name of the deceased, date of birth, date of death, and grave location.
- Provide an understanding and caring environment for all visitors with questions, concerns, or complaints.
- Communicate with funeral homes as well as families, contractors and co-workers in regard to the arrangements and assistance of burial services and disinterment.
- Prepare burial service opening and closings for cremated ashes, infant burials, and entombment interments.
- Apply herbicides, insecticides, and pesticides.
- Perform other job duties as assigned.

#### Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

##### Knowledge

- Procedures used and ordinances affecting burials and selling of plots.
- Landscape maintenance and turf installation.



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- Safe handling of pesticides, herbicides, and insecticides.
- Principles of bookkeeping.
- Grounds-keeping practices and principles.
- City's functions, policies, and procedures.

### Skills

- Strong written and oral communications and relational skills.
- Public relations and customer service.
- Operation and preventative maintenance of equipment and related tools.
- Follow and relay complex oral and written instructions, policies and procedures.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.

### Abilities

- Perform heavy manual labor under various weather conditions.
- Work with only general supervision or direction.
- Follow written and verbal instructions.
- Deal effectively with people in grief situations.
- Supervise others effectively.
- Read and properly mark maps and drawings.
- Keep detailed records and perform administrative functions.
- Train, schedule, and supervise subordinates.

### Physical Demands

The work is heavy work which requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. The following physical abilities are required:

- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.



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- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

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#### Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:  
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\_\_\_\_\_

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Employee Signature

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Date

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Supervisor Signature

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Date

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Human Resources

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Date