



Job Title	Cemetery Supervisor	FLSA Status	Exempt
Band	SUP	Probationary Period	12 Months
Zone	3	Job Code	14018

Class Specification - Cemetery Supervisor

<p>Summary Statement: The purpose of this position is to supervise the operational, financial, and staffing of the City Cemeteries. This is accomplished by overseeing the budget; supervising staff; overseeing maintenance of the grounds and landscape of the cemeteries; performing administrative duties including records management, sales and marketing, and public relations; and responding appropriately to changes in the industry.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
25%	Supervise operations and maintenance by supervising all aspects of grounds and turf; oversees care of buildings, trees, roads, historical architecture, and irrigation systems; coordinates all cemetery activities; manages staff requirements; assures effective coordination between cemeteries and various organizations and businesses; assures adequate inventory and tools for maintenance projects; delegates and assigns tasks as needed; and resolves any customer issues and concerns.
20%	Oversee budgets and monitors expenses and revenues; engages in future planning; responds to changes in trends or markets. Manages and controls inventory supply; analyzes future supply needs; manages contractors; prioritizes improvements; creates and implements strategies to increase revenue streams; oversees the handling of cash deposits; and recording sales.
15%	Supervise records and administration by overseeing all cemetery records, historical data and archiving of artifacts; ensures accuracy of all interments and cemetery burial information; follows all federal, state, and local laws and regulations pertaining to interments; provides records and data as requested by public; and oversees additions and changes to permanent files.



Job Title	Cemetery Supervisor	FLSA Status	Exempt
Band	SUP	Probationary Period	12 Months
Zone	3	Job Code	14018

15%	Coordinates public relations by working on image and branding of cemetery; acts as contact for media and public events; assists in raising funds and awareness for historical repairs and renovations; and plans yearly cemetery events and tours.
15%	Coordinates customer relations by providing customers with a compassionate experience; meeting the needs of families in a helpful and respectful manner; assisting families in the pre-planning of future burials; balancing the cemeteries rules and regulations with providing a safe environment for workers and visitors; and ensuring maintenance of the burial sites.
10%	Oversee marketing by analyzing and creating the cemetery's pricing structure; overseeing direct marketing process from budgeting to implementation; striving to create effective advertising; managing all indirect marketing such as tours, talks, and community events; and overseeing short and long-term marketing strategies while staying within budget constraints.

Competencies Required:
Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.
Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.



Job Title	Cemetery Supervisor	FLSA Status	Exempt
Band	SUP	Probationary Period	12 Months
Zone	3	Job Code	14018

Technical Skills Required:
 Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Equivalent to the completion of the twelfth grade (high school diploma or GED) supplemented by specialized training.

Experience: Five years of full-time responsible cemetery maintenance and operations experience including one year of administrative and/or lead supervisory experience.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.	
--	--

Supervision Exercised:
 Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

Supervision Received:
 Receives Direction: This job title normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.

Fiscal Responsibility:
 The job title prepares accounting, budget, employment actions, and purchasing documents; and does research to justify language used in documents for a unit or division of a department. May recommend budget allocations.



Job Title	Cemetery Supervisor	FLSA Status	Exempt
Band	SUP	Probationary Period	12 Months
Zone	3	Job Code	14018

Physical Demands: Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment/ Outdoors
Extreme Temperature	Daily
Wetness and Humidity	Several Times per Week
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office, PeopleSoft, and Sterling Cemetery Management software.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: August 2016