



Job Title	Cemetery Technician	FLSA Status	Non-Exempt
Band	GNL	Probationary Period	12 Months
Zone	7	Job Code	12622

Class Specification – Cemetery Technician

Summary Statement: The purpose of this position is to support the sales and coordination of burial services at Evergreen and Fairview Cemetery. Duties include performing all aspects of grounds and facilities maintenance to include cemetery turf, trees, planting beds, roads, and native areas; effectively working with the public and responding to customer concerns about cemetery conditions of grave sites and surrounding areas; and assistance with weekend and holiday burials services, cemetery special events, and community activities.	
Essential Functions	Note: Regular and predictable attendance in the performance of this job is an essential function.
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.
30%	Provides customer relations by meeting with families to help with burial needs in a compassionate, dignified, and respectful manner; provides products and services for future burial needs; coordinates burials with funeral homes; provides information for stone placement; and responds to questions and concerns of gravesites.
20%	Prepares and processes invoices for payment; tracks expenditures; prepares deposits; tracks revenue in spreadsheets; generates financial reports; and generates monthly audit reports.
25%	Prepares and maintains records for burials in compliance with regulations; archives records no longer required; and maintains cemetery database.
5%	Maintains cemetery software system; trains staff on new software upgrades; and coordinates with IT regarding server maintenance and hardware upgrades.
20%	Performs all aspects of grounds and facilities maintenance to include cemetery turf, trees, planting beds, roads, and native areas.

Competencies Required:
Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.



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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: Basic - Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

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).

Experience: Some cemetery experience is desirable.

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:

Requires the occasional direction of volunteers, helpers, assistants, seasonal employees, interns, or temporary employees.

Supervision Received:

Receives Direction: The employee 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:

This job had not budgetary/fiscal responsibility. May recommend budget allocations.



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Physical Demands:
Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

Environmental Conditions	Frequency
Primary Work Environment	Outdoors
Extreme Temperature	Daily
Wetness and Humidity	Several Times per Month
Respiratory Hazards	Never
Noise and Vibrations	Daily
Physical Hazards	Daily
Mechanical and/or Electrical Hazards	Occasionally
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 and specialized cemetery 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: September 2014