

Title: Superintendent of Cemeteries
PG: 54
Status: Civil Service
Position Reports to: Director of Parks and Recreation
Department: Parks and Recreation

Class Code: 8029
Date: 09/08

GENERAL DESCRIPTION OF CLASS

This is professional, administrative work in planning, organizing and directing the municipal cemetery program. Work involves developing and administering a comprehensive year-round cemetery program including the effective and proper maintenance of cemetery areas, office procedures, facilities and equipment. Work also involves establishing office procedures including budget preparation and the maintenance of accounts. Work is performed with wide latitude for independent judgment and is reviewed by the department director.

ESSENTIAL FUNCTIONS:

1. Plans and supervises the construction, maintenance, repair and care of municipal cemetery areas, equipment and facilities.
2. Supervises cemetery lot sales, maintains records of lot ownership and burials.
3. Manages budgeted monies in division's regular and special accounts, collects and deposits monies for lot sales and other revenues.
4. Supervises activities of division personnel in the maintenance of grounds for all municipal cemeteries.
5. Prepares the annual budget estimates for the cemetery sections, purchases equipment, material and supplies.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Through knowledge of the principals and practices of parks or landscape management programs.
2. Through knowledge of the principals and practices of office management and administration including office record keeping and reporting.
3. Knowledge of budget preparation, booking keeping methods and principals.
4. Knowledge of the materials, equipment methods and practices essentials to the maintenance, repair and improvement of public grounds and related facilities.
5. Knowledge of the occupational hazards and standard safety precautions of the work.
6. Ability to lay out and supervise the work of a moderate sized crew performing maintenance, repair and minor construction functions and to obtain effective results.
7. Ability to carry out administrative and supervisory details independently.
8. Ability to establish and maintain effective working relationships with co-workers, other City employees and the general public.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, routine keyboard operations.
The job risks exposure to no significant environmental hazards.
The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

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QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. High School Diploma or its equivalent.
2. Four (4) years of experience in cemetery management.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing, specific requirements may be substituted.
4. Completion of City University Level three (3) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid state of Florida Driver's License.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.