

CEMETERY OPERATIONS SPECIALIST

Code No.: 3-30-005
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for the maintenance and operations of a municipal cemetery. Duties involve ensuring cemetery structures, and grounds and ground maintenance equipment are properly cared for, providing guidance and assistance to the public regarding burials and related items, acting as liaison to Funeral Directors, and related clerical work. Duties also involve the operation of a variety of motorized, hydraulic and electrical equipment such as a backhoe, loader, sod cutter, tamper, and pickup and dump trucks outdoors and under adverse weather conditions. The employee reports directly to, and works under the general supervision of a Labor Foreman or other higher-level staff member. General supervision is exercised over subordinate staff such as Laborers. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Makes repairs to, or reports needed repairs of buildings, structures, vaults and fences;

Mows, rakes and cuts grass; trims shrubbery; grades, seeds and sods lawns; plants vegetation; and performs snow and ice removal;

Digs, locates, and closes grave sites;

Collects burial fees and keeps records;

Confers with the public who are interested in purchasing a burial plot or columbarium niche;

Coordinates paperwork with the town or village clerk;

Keeps a variety of computerized records and reports in connection with the cemetery including receipts for plots purchased and perpetual care, burial transfer permits, interment cards and interment orders from funeral home staff;

Confers with the public and schedules and coordinates interment services;

Maintains records and diagrams of burial plots and interment locations;

Locates graves upon request of the public and monument companies;

Receives questions, concerns and complaints from the public and refers to appropriate staff member;

Installs concrete foundations for headstones;

Provides instruction and guidance to summer seasonal employees.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the organization and functions of cemeteries; good knowledge of current practices, procedures, and equipment involved in cemetery operations, construction and maintenance; good knowledge of grounds maintenance practices, procedures, supplies and equipment specifically related to cemeteries; good knowledge of the use, care and repair of cemetery grounds maintenance equipment and tools; good knowledge of safety and

accident precautions connected to said maintenance work; working knowledge of Federal and State interment codes and laws; good knowledge of principles and practices of funerals and related cemetery services; ability to adequately operate a variety of motorized, hydraulic, and electrical equipment including power tools; supervisory ability; ability to lift or move material and items of substantial weight; ability to follow oral and written instructions; ability to read maps; ability to create and maintain records and files and operate related computer software; ability to communicate with the public, the bereaved, and people under emotional stress effectively and with courtesy and empathy; ability to handle the burial of remains in graves on a daily basis; ability to establish good working relationships with co-workers and the public; ability to determine the appropriate equipment needed for the efficient and safe completion of the job; mechanical aptitude; manual dexterity; ability to communicate orally and in writing; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalent diploma plus two (2) years paid full-time or its part-time equivalent experience in performing or coordinating funeral services at cemeteries or elsewhere and cemetery grounds and structure maintenance.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Monroe County Civil Service Commission

ADOPTED: March 4, 2021