



JOB ANNOUNCEMENT

THIS RECRUITMENT IS:

324 E. Pine Street
Tarpon Springs, FL 34689
Office (727) 938-3711
Job Line (727) 942-5602
Fax (727) 942-5621
<http://www.ctsfl.us/>

- IN HOUSE (accepting applications from current regular full time and part time City employees only)**
 PUBLIC (accepting applications from public)
 SIMULTANEOUSLY (accepting applications from regular full time and part time City employees and the public at the same time).

CEMETERY SUPERVISOR

ANNUAL RATE: \$44,685—\$73,027

Plus Excellent Benefits Package

BASIC REQUIREMENTS:

The City of Tarpon Springs is seeking a Cemetery Supervisor to perform highly responsible work that leads, organizes, and administers the activities of the Cemetery Division of the Public Services Department. This position performs administrative duties both during regular hours and after hours for funeral services, including witnessing, burials, leading/supervising staff, preparing area for service, coordinating with service providers, locating burials, directing traffic, collecting and transmitting required records, completing orders and sales, reports, and other documentation. The position provides excellent customer service and assists customers with sales, shows available products and facilities, assists visitors, and courteously meets other related needs or inquiries. The Cemetery Supervisor works as a team with their lead position for grounds maintenance to ensure staff has the necessary time, resources and equipment to perform at peak efficiency. Performs as a working leader and effectively divides time between office administration and outdoor activities, including limited maintenance and lawn/landscaping duties at the cemetery as appropriate. The position assists the Public Services Department in addressing cemetery concerns, completing necessary research, forecasting, budgeting, planning, and administering cemetery projects.

Candidates are required to possess a High School Diploma or GED equivalency. Vocational/specialized training in cemetery operations is preferred. At least five years experience in cemetery operations in a supervisory capacity or related area required. Additionally, preferred areas of experience include: grounds maintenance, customer service, irrigation system maintenance, and proficient in the use of computers. An equivalent combination of training and experience may be substituted for required education, experience and/or management experience. A valid Florida Drivers' License is required.

**Applications can be obtained from the City of Tarpon Springs, Human Resources Department,
324 E. Pine Street, Tarpon Springs, Florida 34689. Resumes must be accompanied by an application***

NO LATER THAN:

OPEN UNTIL FILLED

An Equal Opportunity and Affirmative Action Employer.

DRUG FREE WORKPLACE

***Applications available on the city of Tarpon Springs Website: www.ci.tarpon-springs.fl.us**

NOTE: All job applicants selected for new employment with the City of Tarpon Springs will be offered employment conditioned upon the successful completion of a physical with Drug Screening. New employees must enroll in the Direct Deposit Program.

ANY PERSON WITH A DISABILITY WHO REQUIRES A SPECIAL ACCOMMODATION TO PARTICIPATE IN THE APPLICATION/SELECTION PROCESS SHOULD CALL THE DIRECTOR OF HUMAN RESOURCES AT (727) 938-3711 IN ADVANCE.