



Job Title: Cemetery Superintendent

Reports To: Parks & Recreation Director

Work Comp Code:

Department: Parks & Recreation – Parks Div.

Exempt Non-exempt

Full Time Part Time

Pay Grade: E25

Range: \$56,825.60 - \$91,728.00

\$27.32 - \$44.10

Position Summary:

Under the direct supervision of the Parks and Recreation Director, the Cemetery Superintendent exercises a broad range of authority and direct supervision over the Cemetery Operations section. This professional, administrative position plans, organizes, and directs the municipal cemetery operations. It is responsible for developing and administering a comprehensive year-round cemetery program which includes the effective and proper maintenance of cemetery property, professional handling of interments, and management of office procedures, facilities, and equipment. Daily office activities include facilitating cemetery space sales, interment scheduling, and inquiries with the public, records management, and the scheduling and oversight of cemetery staff who execute field procedures for interments, proper monument placement, and general grounds maintenance of cemetery properties.

Essential Duties and Responsibilities include the following. Other duties may be assigned as dictated by operational necessity.

- Directs, oversees, and participates in the development of the Cemetery Operations section work plan, including assignment of work activities and projects, monitors work flow, and evaluates work products, methods, and procedures.
- Interacts directly with the public regarding cemetery space sales, interment coordination and information inquiries. Maintains cemetery records to include space ownership, interments, and historical documents. Creates invoices and receives payment for space sales and scheduled interment services.
- Develops, plans, and implements section goals and objectives, recommends and administers policies and procedures, maintains a supportive role and displays unity towards the City's overall goals and objectives.
- Recommends, prepares, administers, and oversees the Cemetery Operations section budget. Recommends and monitors expenditures, and is responsible for forecasting future revenues and the need for additional funds for staffing, equipment, materials, and supplies.
- Selects, trains, motivates, and evaluates personnel; provides and coordinates staff training; conducts performance evaluations; suggests and implements discipline procedures, and maintains standards necessary for the efficient and professional operation of the Cemetery Operations section and its staff.
- Monitors and operates capital budgets for the Cemetery Operations section, responsible for forecasting funds for capital projects and future construction, monitors contracts and agreements, advises and leads major capital planning and development efforts.
- Develops and implement long and short-term strategic plans regarding staffing, facility enhancements, and new facilities.
- Represents the Cemetery Operations section, delivers exemplary service to the community, and provides technical advice to the public.
- Participates in the coordination, planning, implementation and promotion of Cemetery Operations section facilities or specialized projects possibly involving other departments.
- Responds to public inquires and complaints consistent with City policy; involving the Director to assist resolving difficult or controversial issues.
- Responsible for the safety education of Cemetery Operations section staff and volunteers, monitors effective use of safety protocols as well as the inspection of facility and equipment safety features, and applying appropriate corrective action as needed.
- Builds and maintains a positive working relationship with staff, co-workers, vendors, and the general public.
- For declared disasters, position is considered "Mission Critical"; oversees Cemetery Operations section staff during preparation and recovery operations (road clearing, debris removal from rights of way and city properties, inspection of facilities, etc.).

Minimum Qualifications: To perform this job successfully, an individual must be able to carry out each essential duty or responsibility satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities; education and/or experience; and, certificates or licenses required in order to fill the position. Reasonable



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accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Knowledge, Skills, and Abilities:

- Knowledge of principles, practices, and planning of cemetery operations, improvements, construction, and ongoing grounds and building maintenance, including equipment, material usage, and safety procedures.
- Knowledge of practices, principles and methods of office management, including supervision, training and personnel management; budget management; record keeping, reporting writing, program planning, and project management.
- Skill in computer usage for e-mail, internet, word processing, spreadsheets, presentations, financial management software, and desktop publishing.
- Knowledge of and ability to interpret pertinent local city, county and state rules and regulations.
- Ability to carry out administrative and supervisory details independently.
- Ability to understand and carry out oral and written instructions.
- Ability to read and write at a level necessary for acceptable job performance.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to interact with the public with compassion during the stressful circumstance of planning the burial of a loved one.
- Ability to provide a high level of customer service and address issues tactfully.
- Ability to gain cooperation through discussion and persuasion, establishing and maintaining effective working relationships with co-workers, other City employees, vendors, and the general public.
- Ability to review and interpret project plans and specifications.
- Ability to analyze problems, identify alternative solutions, understand consequences of proposed actions, and implement recommendations.

Education and Experience:

- Associates degree from an accredited college or university in Recreation and Park Administration, Park Management, or related field.
- Five years supervisory role experience, focusing on the management, planning, organizing, and implementation of cemetery operations.

Certificates and Licenses:

- Valid Florida driver's license.

Supervisory Responsibilities:

- Lead role in supervision, assignment, training, and discipline of the Cemetery Operations section staff.