

Position Purpose:

Performs skilled manual work in the maintenance and improvement of the town cemeteries. Coordinates cemetery lots and handles administrative cemetery work. Performs all other related work as required.

Essential Functions:

(The essential functions, or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Meets with the public and shows available lots to perspective buyers.
- Sells cemetery lots, which involves completion of an application, providing cemetery rules and regulations to the purchaser, collections of payment, which is provided to Accounting and the ordering of corner markers. Contacts Monument Company for the installation of markers.
- Handles the resell of lots back to the Trustees, in accordance with adopted procedures.
- Coordinates burials with funeral homes. Provides the Funeral Home with a point of contract of a family member.
- Responsible for contacting the grave digger and provides relevant information.
- Provides the Town Clerk with the burial certificate information.
- Coordinates cremation burials with the Funeral Director, which involves obtaining the size of urn or cremation value; hiring of individual to dig hole.
- Coordinates with monument companies and families regarding permits and headstones.
- Coordinates with branches of the Military for the delivery of Military Markers and install markers
- Oversee and work with the Cemetery Worker regarding varied projects.
- Assists with varied maintenance such as mowing, filling in graves and measuring grave sites.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:**Education, Training and Experience:**

High School Diploma; considerable experience in building, grounds and equipment repairs and maintenance; or an equivalent combination of education and experience.

Knowledge, Ability and Skill:

Knowledge: Working knowledge of the techniques, materials and practices of landscaping, construction and maintenance. Knowledge of NH laws on cemeteries and burial grounds.

Ability: Ability to perform light to heavy physical duties; Ability to work independently in the performance of routine duties. Ability to lift heavy objects and perform strenuous work continuously under varying weather conditions.

Skill: Skilled in the operation of all cemetery tools and equipment listed. Proficient computer skills.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job outside, the employee is frequently required to hear, smell, stand, walk, bend/stoop, lift, and drive motorized equipment. The work requires strenuous physical exertion including the occasional lifting of objects of up to 100 pounds. Requires good vision and the application of significant manual dexterity in combination with eye-hand coordination to use hand/power tools and operate equipment.

Supervision:

Supervision Scope: Performs various duties of a responsible complex nature following acceptable standards of quality and performance; requires independent judgment in determining methods of completion and carrying out assignments.

Supervision Received: Works under the general supervision of the Cemetery Trustees.

Supervision Given: Cemetery Worker.

Job Environment:

- Work is performed outdoors/indoors with exposure to temperature extremes and inclement weather. Incumbent is exposed to heavy equipment. The majority of work is usually performed outside, using loud equipment. Administrative work is performed inside with general office conditions.
- Operates a computer, telephone and standard office equipment. Uses measurer and other cemetery-related equipment.
- Has regular contact with the general public, Cemetery Trustees. Contact is in person, by phone and in writing and generally involves the exchange of information.
- Errors in judgment may result in time loss and delay; cause damage to building and or equipment, result in serious personal injury and injury to others, and have financial and/or legal repercussions.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)