

Business Agent / Superintendent

Employer: Boston Catholic Cemetery Association (BCCA)

Location : Roslindale, MA

We are searching for a candidate to replace our current Business Agent/Superintendent who will be retiring.

Job Description :

The Business Agent/Superintendent is responsible for the general care and maintenance of the four cemeteries (St. Mary's, Mt. Benedict, New Calvary & Mt. Calvary) and the administration building. They are also responsible for all workers employed by the association. With the approval from the Board of Directors, the Business Agent/Superintendent will be responsible for hiring all employees under their supervision. They shall also have the authority to make purchases for the Administration Building and Cemeteries in accordance with the By-laws. Additional job responsibilities are included and will be explained as part of the interview process.

Required Knowledge/Skills, Education and Experience

- 5-10 years' experience in customer service environment
- 5-10 years' experience in the maintenance/operation of Cemeteries
- 3-5 years experience in a supervisor role
- Experience scheduling equipment maintenance/repairs
- Must be able to effectively communicate with all staff members, families, and funeral directors
- Experience with QuickBooks, MS Office and online social media
- Ability to stand/walk/kneel or bend for long periods of time
- Ability to work outdoors in all seasons
- Ability to access all areas of the cemetery grounds and buildings
- Driver's license required
- May be required to work or be on-call off hours or weekend

Preferred Experience:

- Previous experience working in a union environment

Benefits/Compensation:

- Benefits include:
 - Health & Dental Insurance
 - Vacation Time
 - Sick Days
 - Paid Holidays
 - Long-term disability
 - Life Insurance

Compensation:

- Salary shall be commensurate with experience

To apply for this position please forward your resume and a cover letter including salary requirements to.

The Boston Catholic Cemetery Association
366 Cummins Highway
Roslindale, MA 02131
ATTN: Agent Search