

# Milford Cemetery Association

P.O. Box 227

Milford, CT. 06460

[Milfordcemetery@aol.com](mailto:Milfordcemetery@aol.com)

## Job Description

### **Position Title:**

Cemetery Superintendent

### **Summary/Goal of Position:**

Under general direction and oversight of the Milford Cemetery Association Executive Committee, the Superintendent is responsible for the operation and maintenance of the Association's three properties and facilities. The Superintendent maintains all cemetery records, ensures the grounds and grounds maintenance equipment are properly cared for, and provides guidance to parties interested in purchasing a burial plot or columbarium niche. Supervision of Groundskeepers, laborers and other staff. Does related work as required.

### **Essential Tasks of the Position (illustrative, not inclusive):**

- Responsible for and supervises grave site preparation and turf maintenance activities including the building of concrete foundations for headstones, excavating for burials, sodding and grading of burial plots, resetting of fallen monuments and stones, tree and snow removal, mowing of grass and trimming of shrubbery.
- Inspects work for conformance to instructions and regulations.
- Oversees cemetery projects and submits requests for capital improvement projects.
- Ensures mechanical and motor equipment are properly maintained including, but not limited to, any excavators, Bobcat utility vehicles, lawn mowers, trimmers and chainsaws, etc.
- Keeps a variety of records and reports in connection with cemeteries including, but not limited to, receipts for plots purchased and perpetual care, burial transfer permits, interment cards, and interment orders from funeral homes.
- Maintains records and diagrams of burial plots and interment location and locates graves upon request of families and monument companies.
- Confers with perspective purchasers of cemetery plots, columbarium niches, foundation and inscription permits, advises pricing structures, collects fees, and makes records of sales.
- Schedules and coordinates funeral services and burial arrangements with funeral home directors and families.
- Ensures compliance with all relevant codes and laws and corresponding reporting requirements governing the burial of human remains.
- Prepares and maintains the cemetery budget.

- Performs or oversees clerical work including preparation of personnel time sheets, requisitioning of equipment and supplies, and the preparation of financial statements, work progress and attendance reports.
- Responds to questions, complaints and requests for information from the bereaved, general public, business and community organizations in a courteous and timely manner.
- Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.
- Oversees, supervises and coordinates subcontractors and vendors.
- Attends Association meetings when required by the Executive Committee.
- Performs other tasks as assigned by the Executive Committee.

### **Knowledge, Skills and Abilities:**

- General knowledge of the organization and functions of a cemetery, knowledge of current practices, procedures and equipment involved in cemetery operations, construction and maintenance.
- General knowledge or the ability to learn Federal and State interment codes and laws.
- Working knowledge of grounds maintenance practices, procedures, supplies and equipment.
- Working knowledge of use, care, and repair of grounds maintenance equipment.
- General knowledge of the methods and procedures involved in budget preparation.
- Ability to plan and supervise the work of others.
- Ability to maintain complex records and files.
- Ability to comprehend and carry out complex oral and written directions.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish relationships with the Association, employees, outside agencies and the general public.
- Ability to use tact, patience, empathy, courtesy and compassion to effectively deal with grieving families.
- Ability to effectively use computer applications such as Microsoft Word, Excel, PowerPoint and other cemetery software and database systems.
- Exhibit sound judgment and act professionally at all times.
- Possesses and maintains a good physical condition and ability to perform all duties of the position.

### **Minimum Qualifications:**

#### Training and Experience:

- High school graduation or other equivalent (i.e. GED, college, technician, or trade school transcript, foreign equivalency, etc.)
- Prior experience in the operation of a cemetery a plus but not a prerequisite provided the candidate possesses commensurate experience: minimum of five (5) years of groundskeeping or maintenance work including supervisory experience.

**Licenses and Certifications:**

- Valid Class C Connecticut Driver's License. Must be maintained for the duration of employment.

**Other Requirements:**

- Background check required.
- Pre-employment drug screening.

**Preferred Qualifications:**

Management experience.

**Additional Information:**

Strength. Medium/Heavy – exert force to 5-100 lbs. May involve significant stand/walk/push/pull.

Physical Demands. Occasional climbing, balancing, crouching and crawling. Frequent stooping, reaching kneeling, handling, fingering, talking, and hearing. Vision: occasional near and far acuity, depth perception and color vision.

Environmental Conditions. Exposure to weather with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud and occasional-to-frequent time periods.

**Reports To:**

Milford Cemetery Association Executive Committee.

**Work Schedule:**

12-month position.

Typical work week - Monday through Friday 8:00 am to 4:00 pm. Saturdays from 8:00 am until 12 Noon or later if an interment runs late.

Ability to be flexible to meet the needs of the Association, funeral directors, bereaved families and the general public.