

South Jordan City

Job Description

Title: Cemetery Sexton
Org: 100550
Pay Grade: 17

Effective Date: 1/1/17
FLSA: Non Exempt
Workers Comp: Municipal

GENERAL PURPOSE

Perform a variety of routine administrative, lead worker and maintenance duties related to overseeing daily cemetery operations, including cemetery turf management and beautification, public assistance and facilities maintenance.

SUPERVISOR

Associate Director of Public Works

POSITION(S) SUPERVISED

Cemetery Maintenance Worker
Seasonal Cemetery Maintenance Worker

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's supervisor.

Job attendance is required, except for authorized leave.

Manage the day-to-day operation of the city cemetery; determine and recommend cemetery project priorities and capital improvements; specify work schedules and deadlines, determine materials needed to complete specified objectives; coordinate personnel and equipment resources as needed to assure timely project completion.

Oversee cemetery budget; make recommendations for budget line items related to equipment, materials, supplies, staff, etc.; monitors budget weekly to assure compliance with spending limitations.

Perform general administrative duties; maintain comprehensive operations and work records, maintenance records, accident records, vehicle maintenance records, equipment and labor costs; collect information and data for various reports; prepare reports and statistical analyses to aid and plan an evaluation of cemetery maintenance and operations programs.

Manage the daily operations of the city cemetery; recommend programs to secure adequate revenues and achieve fiscal goals; sell burial lots and burial permits, receive and receipt payments; accounts for revenue collections and makes deposits in coordination with the City Treasurer; oversee the scheduling of burials.

Supervise and performs various field duties; such as lawn cutting and trimming; digs and marks off graves; develops new cemetery sections; maintain and repair irrigation system.

Establish and maintain a system of records, files and maps for the cemetery record; prepares burial report for county and state records; work with GIS to update and maintain accuracy of records and mapping.

Respond to public questions, schedules burials; explains cemetery procedures and policies; assist with funerals by directing processions and coordinating cemetery activities; assist people in locating graves; supervise the work of head stone and vault companies; monitors and recommend updates to the cemetery webpage; assist with downloading pertinent genealogy data to Names in Stone website.

Operate a variety of equipment including backhoe, dump truck, lawn mowers, line trimmers, tractors, snow blowers, tamping machines etc.; perform routine maintenance and repair of equipment; operate sprayers and spreaders in applying herbicides and pesticides for control of weeds and pests.

Coordinate the installation, maintenance and repair of irrigation system for the cemetery; supervise and direct mowing, watering, aeration, and fertilization of cemetery turf; carry out supplemental irrigation to sustain or force growth; assure operation and maintenance of automated sprinkler systems and water pumps.

Oversee seasonal duties such as winterizing irrigation systems to avoid freezing damage, flush watering systems in spring, and repair other equipment and facilities.

Order the performance of corrective work when problems occur, and recommend procedural changes to avoid such problems.

Establish and train workers in operating procedures and work standards that will ensure adequate performance and personal safety.

Inventory supplies of tools, equipment, and materials to ensure that sufficient supplies are available and items are in usable condition.

Compensated on-call rotations as assigned. Must remain available for phone contact and respond to work site within one (1) hour of notification and be in compliance with the City's Drug & Alcohol policies.

Subject to uncompensated stand-by by rotation for a given event, such as a pending snow storm event or response to a natural disaster. Must remain in compliance with the City's Drug & Alcohol policies.

Employee shall live no more than 30 miles from the South Jordan City border and have the ability to travel from their place of residence to the South Jordan City Public Works building in no more than 45 minutes time.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or G.E.D., plus two (2) years of specialized training related to turf management;

AND

B. Four (4) years of progressively responsible experience in the maintenance, upkeep, and beautification of cemeteries, turf, facilities, and related environs.

2. Special Qualifications:

Valid Utah Class B Commercial Driver License

Valid Utah Pesticide Applicators License, or obtain within six (6) months

One (1) to two (2) years' experience working in a cemetery preferred.

3. Knowledge, Skills and Abilities:

Knowledge of maintenance equipment such as backhoe, loader, dump truck, mowers, tractor, power over seeders, top dressers, aerators, welders, trimmers etc.; landscape and sprinkler design; flow pumps; hazards and related safety precautions associated with equipment operations; herbicides, fungicides, insecticides, and

pesticides, and proper application of the same; turf management. Working knowledge of principles of supervision and employee performance management; budget practices and procedures; inventory control; light equipment maintenance and repair.

Knowledge of principles and processes for providing customer services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. Ability to communicate information and ideas both verbally and in writing so that others will understand.

Motivate, develop, and direct people as they work, identifying the best people for the job.

4. Working Conditions:

Tasks require variety of physical activities, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing and seeing are essential to the performance of the job. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, and critical thinking.

Daily exposure to weather extremes and seasonal conditions (above 90 F degrees and below 32 F degrees), rain, and snow. Daily exposure to tasks that require protective gear such as safety shoes, protective eye wear, gloves, hard hats, and hearing protection.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	7010/Municipal Non Exempt	EEO-4 Class:	Service/Maint
Location:	Cemetery	EEOP Class:	Service/Maint
Group/BU:	General Pay Plan	Tech-Net Match:	1165