

CSC Adopted: October 2001, CSC Revised: December, 2006

Class Title: Cemetery Manager I

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Provides burial services for the general public and funeral homes. Performs lot sales, maintains records and oversees grounds maintenance.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Prepares graves by checking applications for clarity and code compliance, inspecting area for neatness, drawing lot diagram on applications, locating and uncovering lot pins, and plotting, measuring and laying out space for foundations.
2	L	Performs lot sales by ascertaining needs and wants of families, escorting families to sites, and completing paperwork.
3	S	Performs administrative duties by entering data into ledgers and journals, maintaining lot information, providing information in customer inquiries, preparing correspondence, ensuring code compliance when reviewing work done by contractors, and monitoring the quality of work done by contractors.

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CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	One year experience in Bookkeeping, Customer Service.
Certifications and Other Requirements	Valid Driver's License may be required. First Aid/CPR Certification within six months of employment.
Reading	Work requires the ability to read policy and procedures manuals, rules and regulations, standard operating procedures, code excerpts, maps, lot books, lot owners forms, grave or lot transfer forms, burial rights, financial records, funeral information sheets, foundation application, general ledger, general correspondences, memorandums and letters.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as Algebra, geometry and basic accounting.
Writing	Work requires the ability to write general information, surveys or questionnaires, general accounting ledgers and financial journals, service requests and receipts for burial orders, weekly and monthly reports.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Selling/locating property in cemetery
Sitting	O	Computer, desk work, answering telephone, driving
Walking	F	Field work, selling/locating property in cemetery
Lifting	F	Spades, survey pins, maps, tape measure
Carrying	F	Spades, survey pins, maps, tape measure
Pushing/Pulling	F	Probing graves, inserting layout pine
Reaching	F	Retrieving equipment
Handling	F	Documents, spades, survey pins, maps, tape measure
Fine Dexterity	F	Computer keyboard, telephone keypad, using tools
Kneeling	F	Obtaining measurements, using string line to insert pins
Crouching	F	Obtaining measurements, using string line to insert pins
Crawling	N	
Bending	F	Obtaining measurements, using string line to insert pins
Twisting	F	Obtaining measurements, using string line to insert pins
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, reading, locating sites, driving
Hearing	C	Telephone, staff, funeral directors, monument companies, equipment operators, groundskeepers, clients
Talking	F	Telephone, staff, funeral directors, monument companies, equipment operators, groundskeepers, clients
Foot Controls	F	Driving
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Telephone, calculator, maps, lot books, shovel, spade, layout pins, measuring tape, string line, vehicle, copy machine, computer, fax machine

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	D
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	S
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	--
Warehouse	--
Shop	--
Vehicle	--
Outdoors	X
Other (see 2 below)	--

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

Rain gear, work boots, work gloves

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 3 below)	N

- (3)