

CSC Adopted: October 2001, CSC Revised: October 2015

Class Title: Cemetery Manager II

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Manages the maintenance of cemetery grounds and operations. Provides public relations and personnel management and oversees funeral services.

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	M	Manages the maintenance of cemetery grounds by supervising the operations, coordinating activities, inspecting grounds, ensuring conformance to standards, rules and regulations, supervising work performed by outside agencies.
2	S	Performs administrative duties by maintaining ledgers and journals, maintaining lot records, tracking customer inquiries, preparing activity reports, reconciling records, tracking sales, verifying ownership and burial rights.
3	M	Oversees funeral service operations by selling property, locating and marking graves, coordinating open and close with funeral directors, vault company and ground maintenance staff, supervising vault installation, coordinating with personnel to dig foundations, inspecting finished products, coordinating installation with monument company.

CSC Adopted: October 2001, CSC Revised: October 2015

CLASS REQUIREMENTS:

CLASS REQUIREMENTS	
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	Two years experience in Cemetery Operation, Records Management, or Customer Service
Certifications and Other Requirements	Valid Driver’s License may be required. First Aid/CPR Certification required within six (6) 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.
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	Managerial responsibilities include management or supervision of staff, funeral directors, vault and monument companies. Planning daily funeral and maintenance activities as well as coordination of funeral preparations.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a group of regular employees in a work unit, including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
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. 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.

CSC Adopted: October 2001, CSC Revised: October 2015

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.
--	--	--	--	----------------------------

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	F	Computer, desk work, driving
Walking	F	Selling/locating property in cemetery
Lifting	F	Record books, journals, shovels, maps, grave pins, tape measure
Carrying	F	Record books, journals, shovels, maps, grave pins, tape measure
Pushing/Pulling	F	Locating survey pins, probing graves
Reaching	F	Marking foundations and graves
Handling	F	Paperwork, record books, journals, shovels, maps, grave pins, tape measure
Fine Dexterity	F	Computer keyboard, telephone keypad, tools
Kneeling	O	Filing, marking graves
Crouching	F	Filing, marking graves
Crawling	N	Laying off foundations and graves
Bending	F	Filing, marking graves
Twisting	F	Filing, marking graves
Climbing	R	Stepladder
Balancing	R	Stepladder
Vision	C	Computer, desk work, reading, driving, locating graves
Hearing	C	Staff, supervisor, clients, funeral directors, monument companies, vault companies, telephone
Talking	F	Staff, supervisor, clients, funeral directors, monument companies, vault companies, telephone
Foot Controls	F	Driving
Other (specify)	N	

CSC Adopted: October 2001, CSC Revised: October 2015

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Shovels, measuring tape, ground probe, calculator, maps, record books, receipt books, pagers, walkie talkies, cellular phone, computer, Microsoft Windows and Office software, scanner, telephone.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
-----------	----------------------------	-----------------------------	----------------	-----------

HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	N	Dirt and Dust	W	Office Environment	X
Chemical Hazards	N	Extreme Temperatures	S	Warehouse	--
Electrical Hazards	N	Noise and Vibration	M	Shop	--
Fire Hazards	N	Fumes and Odors	M	Vehicle	--
Explosives	N	Wetness/Humidity	S	Outdoors	X
Communicable Diseases	N	Darkness or Poor Lighting	N	Other (see 2 below)	X
Physical Danger or Abuse	N				
Other (see 1 below)	N				

- (1)
- (2) Cemetery grounds

PROTECTIVE EQUIPMENT REQUIRED:

Gloves,Rain gear, Work boots

NON-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.
---	---	---	---------------------------------------	-------------------------

NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
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	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

- (3)