

Town of West Tisbury, MA

**POSITION: Cemetery Superintendent
Commission/Board of Selectmen**

DEPARTMENT: Cemetery

Position Purpose: This position serves as the primary contact for the purchase of cemetery lots which requires a special degree of sensitivity with bereaved families as well as rapport and cooperation with funeral directors. The Cemetery Superintendent supervises and executes the operation and maintenance of the West Tisbury, Lambert's Cove and the North Tisbury cemetery. Includes the management, scheduling, preparation, and closure of lots for burials and plans the maintenance of the cemetery grounds, headstones, roads, and structures. Performs all other related work as required.

Supervision:

Supervision Scope: Performs routine duties that are clearly defined by protocol and standard operating procedures. This role requires basic knowledge of departmental operations.

Supervision Received: Works under the administrative supervision of the Board of Selectmen acting as the Cemetery Commission; performs duties requiring judgment in following procedures and explaining rules and regulations; confers with the Town Administrator and Cemetery Commission as necessary.

Supervision Given: May supervise Highway Department workers who assist with maintenance work and burials at the town cemeteries. May also supervise volunteers who place flags for various holidays.

Job Environment:

Work is performed both indoors and outdoors under variable outdoor weather conditions and works under some unpleasant conditions with exposure to extremes of heat and cold, and outdoor weather conditions.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Meets both pre-needs and bereaved families for the sale of burial lots, records sales, and works with the record keeper of the town's cemetery database and map to ensure accuracy of sales and burials.
- Prepares paperwork associated with sales and files same with Town Clerk, Town Treasurer, and record keeper of the cemetery database.
- Works with funeral directors to coordinate burials; confirms locations of graves and marks graves for openings. Interacts with the Highway Department regarding maintenance.
- Reviews requests for monuments including size, shape, and appropriateness of proposed monuments. Approves same before installation in the cemetery.
- Works with the keeper of the Town's cemetery database to maintain an inventory of sealable lots and map with the intent of transferring responsibility of the database to the Superintendent.
- Makes recommendations for the development of future burial space to the Cemetery Commission.
- Operates a vehicle/light truck, hand and power tools, and other maintenance equipment; may be required to wear protective clothing and mask.
- May work a varied schedule including nights and weekends.
- Errors could result in delay or loss of services, violation of family privacy damage to equipment and headstones, injury to self and others, and could create some hazards to public safety.
- Maintains procedures for all cemetery activities and transaction. Recommends cemetery policies, and consults with area Cemetery Superintendents on best practices

- Submits bills for the cemetery department on a periodic basis to the Town Accountant and submit annual budgets to the Finance Committee

Recommended Minimum Qualifications:

Education, Training and Experience:

High School diploma or GED and 1 year of experience in office administration, record keeping and bookkeeping, specific experience in the cemetery industry helpful; but not required; or an equivalent combination of education and experience.

Special Requirements: A valid Massachusetts motor vehicle license is required.

Knowledge, Ability and Skill:

Knowledge of or the ability to obtain knowledge of applicable law and regulations pertaining to the operation of public cemeteries.

Ability to take responsibility and to work independently; ability to organize records with accuracy and attention to detail.

Good communication skills in order to interact with grieving families.

Ability to move freely about in a variety of outdoor terrains

Ability to communicate effectively both verbally and in writing

Ability to perform computer operations and access the town database for each cemetery.

Ability to read, interpret, and understand cemetery maps and diagrams.

Ability to perform simple maintenance and repairs to headstones and grounds.

Ability to coordinate and prioritize tasks to meet deadlines.

Skill: Basic skills in performing landscape maintenance.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

Constant moderate physical effort is generally required in performing functions. Position requires extensive walking, reaching, standing, stooping, and climbing when performing functions. Frequently required to lift, move, and/or push furniture and equipment weighing up to 50 pounds. Physical agility required to access all areas to be maintained. While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms, vision and hearing correctable to normal ranges, this position must be able to detect odors.

(This job description does not constitute an employment agreement between the employers and is subject to change by the employer as the needs of the employer and requirements of the job change.)