



Cemeteries Manager Position Description

Department: Cemeteries
Position: Cemeteries Manager
Job Category: LTC (Labor, Trades, Crafts)
Status: Permanent, Full-Time
Scheduling:
FLSA Status: Non-exempt
Date of Announcement: October 30, 2024
Application Deadline: Until position is filled

Job Summary:

The Cemeteries Manager is responsible for coordinating burial operations, which include identifying and marking grave sites, excavating graves, and collaborating with local funeral homes and vault service providers. This position also entails maintaining the appearance of various cemetery locations in Goshen through mowing, trimming, landscaping, and snow removal. The Cemeteries Manager will plan and organize daily work schedules for seasonal crews and execute required data entry functions to ensure accurate record-keeping.

Essential Duties and Responsibilities:

The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive.

- Assist the Cemeteries Director with supervising, planning and coordinating the work of individuals/crews engaged in the maintenance, repair and construction of City cemetery properties.
- Assist the Cemeteries Director in training new employees.
- Conduct inventory of departmental supplies.
- Assist the Cemeteries Director in maintaining accurate records of all information relating to burials and space purchases for monitoring and revenue purposes.
- Follow maintenance, safety & environmental standards and procedures set by the director.
- Arrange for burials; excavate graves. Accurately mark foundation locations.
- Operate a variety of equipment including excavator, dump truck, and tractor.
- Assess & maintain cemetery grounds year-round – including turf, buildings, drives & trees.
- Oversee the planting and care of new trees.
- Assist public with purchase of spaces. Maintains accurate lists of available spaces.
- Direct any complaints to the attention of the Cemeteries Director.
- Perform other related essential duties as required.

Minimum Training and Experience Required:

- Associate or Technical Degree or equivalent and minimal work experience; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

Special Requirements:

- Must possess a valid driver's license.
- Knowledge of MS Outlook, Word, Excel Spreadsheets & ARC GIS.

Minimum Physical and Mental Abilities:

- A preferred knowledge of cemetery practices, procedures, and equipment operations; a basic knowledge of proper use and application of insecticides and herbicides.

- A working knowledge of maintenance and repair on light equipment, small engines and plumbing.
- Ability to lift 35-50 pounds with occasional lifting of up to 75-100 pounds or more. The job may include heavy work involving lifting, carrying, pushing and pulling; ability to stoop, kneel, crouch and crawl; ability to climb and balance.
- Ability to observe and track details.
- Ability to meet deadlines. Ability to self-direct.
- Ability to work under stressful conditions, to respond immediately to crisis situations, and to balance priorities.

Supervisor Responsibilities:

- Ability to assign, review, plan and coordinate the work of employees.
- Ability to provide instruction and training and to respond to employee problems.

Mathematical Ability:

- Ability to add, to subtract, multiply, divide, calculate decimals and percentages, and measure data.
- Ability to use a measuring tape. Use simple geometry to find the fourth corner of a rectangle.

Language Ability and Interpersonal Communication:

- Ability to establish and maintain effective working relationships with employees, other agencies and the public.
- Ability to communicate effectively with immediate supervisor, customers, other City employees and the general public both verbally and in writing.
- Ability to effectively interact with funeral directors and contractors.
- Ability to direct the work of others.
- Ability to relate in an appropriate manner to the families of the deceased.
- Ability to maintain composure and tactfully handle difficult situations and interpret questions correctly.
- Ability to work under stressful conditions.
- Ability to communicate effectively.

Environmental Adaptability:

- Ability to work effectively in an office environment.
- Ability to work outdoors in all seasons.

Rate of Pay:

- Salary Minimum \$21.28– \$25.48 Midpoint Range: *based on current salary ordinance.*
- Grade 8 as designated by current salary ordinance.

Work Hours:

- Monday - Friday, 7:00 a.m. – 4:00 p.m. Occasional Saturdays will be required.

Applications available in Human Resources, 204 E. Jefferson St., Goshen or online at www.goshenindiana.org. Click Job Opportunities.

The City of Goshen provides equal employment opportunities to all employees and applicants for employment. EOE/Drug Free/Smoke Free