

JOB DESCRIPTION
CITY OF BOAZ, ALABAMA

JOB TITLE: CEMETERY / MALL SUPERVISOR

CODE: 514

JOB DEFINITION

This is supervisory semi-skilled work required in the operation and maintenance of the municipal cemetery and downtown mall areas. Work includes unskilled janitorial work and grounds keeping of downtown mall area and the municipal cemetery. Work is subject to general policies established by the Superintendent of Streets. The work includes administrative duties for personnel as well as maintaining necessary records for funerals and the attendant expenses. Work also involves grounds keeping and minor maintenance of mechanical equipment. Work includes responsibility for performing any tasks required in the overall operation of the municipal cemetery and downtown mall. Work is performed under the general supervision and guidance of the Superintendent of Streets.

ESSENTIAL FUNCTIONS

- < Insure the safety of assigned personnel.
- < Prepare necessary forms for funerals and contact gravediggers for all grave openings and closings.
- < Mark plots for monuments to be set.
- < Sell burial sites as required and record sale.
- < Prepare time cards and recording of gasoline usage.
- < Supervise cemetery and downtown mall employees in the operations necessary for maintenance of grounds and equipment.
- < Supervise cemetery and downtown mall employees in the janitorial maintenance of the mall as well as maintain flowerbeds in the common areas.
- < Remove flowers from graves after funerals; remove dirt, level grave, and plant grass.
- < Maintain mowing equipment by providing preventive maintenance as well as making minor repairs and replacing parts.
- < Use mowing and weeding equipment to cut and trim the grass areas.
- < Prune shrubs and trees as necessary.
- < Complete job performance appraisals on subordinate personnel.
- < Perform related work as assigned or required when not engaged in primary tasks.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- < Working knowledge of records required in the administration of cemetery operation.
- < Working knowledge of necessary maintenance required for lawn equipment.
- < Working knowledge of proper methods and techniques of pruning trees and shrubbery.
- < Ability to understand the layout of cemetery property and the tracts, blocks and lot numbers.

- < Ability to interact courteously with the public and to sell cemetery plots and record transactions.
- < Ability to maintain applicable personnel records such as time and attendance forms.
- < Ability to analyze and assign tasks to subordinates to insure continuous upkeep of the cemetery and downtown mall.
- < Ability to safely and repetitively lift 20 pounds or more with occasional lifting of 50 pounds or more.

QUALIFICATIONS

Any combination of experience and training equivalent to working knowledge and experience involving general grounds keeping and light maintenance of machinery used in cutting and trimming grass and shrubs, general knowledge of janitorial work. Graduate of senior high school or equivalent is preferred.

NECESSARY SPECIAL REQUIREMENTS

A valid State of Alabama Driver's license with Class A CDL endorsement and evidence of a driving record suitable for insurability.

- < Employee is required to possess or have the ability to acquire an Alabama Driver's License.
- < Must pass required physical examination and drug screen after position is offered.