

## CEMETERY CREW LEADER

### JOB DESCRIPTION

**Classification Responsibilities:** A Cemetery Crew Leader is a working supervisor who plans, directs, and reviews the work of Cemetery Workers, Cemetery Maintenance Assistants, Groundskeepers, temporary agency employees, and volunteer community service workers in performing unskilled, semiskilled, and skilled tasks relating to interment and marker installation work at the City's cemetery. Supervisory responsibilities include: assisting in the selection of staff; training subordinates; establishing goals and tasks; identifying, coordinating, and evaluating projects; prioritizing, scheduling, assisting, and monitoring daily work; overseeing Safety Maintenance Program; coordinating the weekend crews; conducting performance appraisals; and monitoring leaves of absence. Turf care responsibilities include: mowing, gardening, pesticide, herbicide, and fertilizer applications, and irrigation system scheduling, repair, and maintenance. In addition, employees provide input for the section budget and coordinate equipment needs with the Cemetery Operations Coordinator. This class is responsible for performing related duties as required.

**Distinguishing Features:** An important component of tasks performed by the class is the public contact work involving dealing with grieving individuals. Some work requires prolonged heavy physical exertion under adverse weather conditions. May require weekend work to accommodate burial schedules. Supervision is received from a Cemetery Operations Coordinator who reviews work through conferences, reports, spot-checking, and results achieved. This class is FLSA nonexempt.

### QUALIFICATIONS

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from high school or GED. Considerable (3 - 5 years) experience in turf and grounds maintenance that includes some cemetery industry work experience.

**Special Requirements.** Must possess a valid Arizona Driver's License by hire or promotion date. Must possess or be able to obtain State of Arizona Structural Pest Control Applicator's License within six months after hire or promotion date. Must maintain license requirements while assigned to this classification.

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

**Preferred/Desirable Qualifications.** Some experience working in a lead or supervisory capacity and familiarity with Arizona cemetery laws is preferred. Experience with public contact work involving the face-to-face exchange of information is highly desirable.

## ESSENTIAL FUNCTIONS

**Communication:** Communicates with the general public, other City employees, vendors, contractors, and community organizations in order to discuss and complete daily work assignments, verify gravesite locations, and complete work orders and interment orders. Makes adjustments as necessary. Instructs and/or trains subordinates in policies, procedures and proper use of equipment for cemetery maintenance and preparation and safety precautions. Completes safety inspection, accident, and incident reports.

**Manual/Physical:** Reviews the work products of others to ensure compliance with standard operating procedures (proper layout for interment and marker process). Inspects, monitors, and/or evaluates information, and work-related conditions relating to the interment process and locations of graves and markers to prevent damage and determine compliance with prescribed operating and safety standards of power equipment. Distinguishes colors to monitor and maintain color-coded sprinkler systems. Detects fuel leaks on power equipment. Detects traffic sounds when working near moving traffic, and backup warning devices when working around moving equipment. Operates a pickup truck and backhoe tractor requiring a standard Arizona Driver's License to haul equipment, obtain gas, and dig gravesites. Operates power-driven machinery such as: a lawn mower, vacuum sweeper, tamper, hand power tools, drills, air tools, etc., to install markers and plaques, and complete interments. Uses common hand tools such as: a hammer, saw, screwdriver, and wrenches to repair equipment. Performs physical inventories of vases, vaults, gas, oil, and fluids. Moves fertilizer pallets from one place to another using a forklift. Digs up ground using a pick, shovel, and spade to install markers. Uses appropriate equipment to move objects weighing up to 200 pounds to mix concrete and install markers. Cleans maintenance yard and equipment (mowers, backhoe, turf vehicles). Works with cleaning fluids and agents, chemicals, pesticides, and insecticides using normal protective equipment to apply pesticides, fertilizers, and pre-emergents. Sets up and removes folding tables, chairs, barricades, traffic cones, and signs to set up for funeral, and direct traffic for funeral services. Works in a variety of weather conditions, and in small, cramped areas while performing interments.

**Mental:** Plans, organizes, and/or directs interments and marker installations. Supervises and evaluates the work of Cemetery Workers, Cemetery Maintenance Assistants, Groundskeepers, temporary agency employees, and volunteer community service workers. Prioritizes and assigns work to personnel and prioritizes interment schedules. Resolves procedural and operational work-related problems by determining interment set up and traffic flow. Coordinates work activities with other cemetery tasks including but not limited to establishing and maintaining a safety maintenance program. Learns job-related material regarding cemetery maintenance, computer equipment operation and supervisory practices through on-the-job training.

### **Knowledge and Abilities:**

Knowledge of:

operation and servicing of the backhoe, and the capabilities, limitations, and safe operating characteristics of other equipment used in cemetery operations;  
marker installation and interment/disinterment procedures;  
turf care including mowing techniques, and herbicide/pesticide and fertilizer applications; and  
irrigation procedures, and basic irrigation and sprinkler repair.

Ability to:

respond appropriately to members of the public who are grieving and are upset about the maintenance and appearance of grave sites and related issues;  
perform the unpleasant task of disinterment;  
plan and schedule work activities;  
lead, direct and instruct assigned staff;  
effectively perform work assignments in accordance with oral and written instructions; and  
establish and maintain effective working relationships with fellow employees.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 5/15

TO/co/pa

CS4295.DOCX

EEO-S/M

NDOT SAFETY-Yes

NDOT RANDOM-No

DOT SAFETY-No

RESP-No

JOB FCTN-TRA

INCREMENTS 62-200

PAY GRADE: 44

SECURITY-No

CDL-No

IND-9220

SWORN-No