

<b>PROVO CITY CLASSIFICATION SPECIFICATION</b>	
<b>Title:</b> Cemetery Operations Supervisor	<b>Job Code:</b> 3101
<b>Date:</b> April 9, 2018	<b>EEOC Code:</b> OA
<b>FLSA Designation:</b> Non-Exempt	<b>Civil Service Status:</b> Covered (UC)

**DEFINITION:** This is skilled management, supervisory, administrative, and field work responsible to oversee the services, operations, and maintenance of the City cemetery and associated grounds, facilities, and equipment.

**CLASSIFICATION STANDARDS:** The single position assigned to this classification is responsible to the Assistant Director of Parks and Recreation and performs all tasks under general direction. This work is distinguished by its responsibility to oversee, supervise, and conduct all aspects of City cemetery operations.

**ESSENTIAL DUTIES:** Supervise and direct the operations, maintenance, and services of the City cemetery; develop and implement maintenance and construction plans; draft policies and procedures; develop master plans for enhancement, expansion, development, and other operations; direct preventative and scheduled maintenance on cemetery grounds and equipment; prioritize work projects; obtain proper permits and ensure legal compliance on all projects; ensure safety and performance standards are met on all assignments; manage customer service operations and explain, implement, and enforce ordinances, rules, and regulations; respond and resolve customer complaints and property disputes; update public information on website and other media outlets; sell burial rights, collect fees, and assure proper billing and cash handling procedures are met.

Oversee proper recording of burials and purchase of burial rights; draft burials on maps and make corrections, update databases as needed; assist in the work of lower-level maintenance employees; maintain and operate equipment and tools; field-verify undetermined properties; raise, level, and repair monuments; manage irrigation control and distribution of water; prepare burial sites; operate heavy equipment; coordinate grave preparation activities with various groups, families, and businesses; direct visitors to grave sites; ensure site security.

Supervise, plan, coordinate, and monitor work of cemetery employees and contractors; ensure work is completed accurately and efficiently; oversee safety, customer service, and development training of staff; identify, evaluate, and resolve personnel concerns; conduct performance evaluations and recommend disciplinary action if needed; coach and provide recognition as merited; make staffing decisions including hiring and firing; manage and maintain historical records and data archives; submit annual cemetery budget; monitor expenditures and approve purchases within assigned budget; maintain statistical reports; prepare periodic written and oral reports; assist staff members as needed; perform other related duties as required.

**MINIMUM REQUIREMENTS:** Bachelor's degree in Parks Management, Horticulture, Business or Public Administration or other closely related field and three (3) years of experience in facilities and grounds maintenance - one (1) year of which must have been in a program management or supervisory capacity **OR** an equivalent combination of job-related education and experience [substituting each one (1) year of post-secondary education/training for six (6) months of experience].

**License(s)/Certificate(s):** A valid, lawful Commercial Driver's License (class B) is required. Utah Non-Commercial Pesticide Applicator Certificate is required.

**SELECTION FACTORS:** *Knowledge of:* the goals and objectives of cemetery service and maintenance programs including burial procedures; modern supervisory techniques; various grounds maintenance and construction equipment; landscape and sprinkler system design and flow pumps; turf management and proper application and storage of chemicals; related laws, codes, rules, and regulations governing functions of the position; appropriate safety procedures; the operations, functions, and terminology common to the work; basic English composition, spelling, and grammar. *Skill in:* properly using and caring for tools and equipment. *Ability to:* effectively perform various skilled functions related to grounds maintenance; operate backhoes, loaders, tractors, dump trucks, and other heavy equipment; operate small equipment such as riding and walk behind mowers, edgers, string trimmers, soil compactors, and related equipment; perform basic math calculations; exercise independent judgment in evaluating situations and making recommendations; perform basic math calculations; quickly and accurately perform work; communicate effectively both verbally and in writing; organize assigned work and develop effective work methods; schedule workload; prepare clear, concise, and accurate reports; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public at all times.

**TOOLS AND EQUIPMENT USED:** Computers, office-related equipment and technology, wireless irrigation control hardware and software, underground locating equipment, heavy equipment such as front-end loader, grader, backhoe, utility trailer, bob tail dump truck, and trencher, small and light equipment such as mowers, gang mowers, sod cutters, soil compactors, chain saws, pruning equipment, trimmers, tractors, chippers, aerators, various hand tools, and lawn mowing equipment; various power tools may include nail guns, saws, drills, acetylene welding equipment, and related tools.

**PHYSICAL DEMANDS:** Requires regularly using physical strength and agility including sitting, standing, walking, crawling, maneuvering on the ground, reaching, stooping and crouching, pulling and/or pushing, carrying, grasping, lifting, regular work with hands, use of motorized equipment, and other varied physical activities associated with maintenance work.

**ENVIRONMENTAL FACTORS:** Requires regular exposure to sun, adverse weather conditions, hazardous conditions, and noxious chemicals. Includes exposure to the public in highly stressful and emotional circumstances. *Note: Employee may be subject to on-call status.*

  
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 Department Director

3/29/18  
 Date

  
 \_\_\_\_\_  
 Mayor/Chief Administrative Officer

4-9-18  
 Date

**NOTE:** The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.