

## **CEMETERY COORDINATOR**

### **Definition**

Under direction, to supervise and assist in the operation and maintenance of the City Cemetery; and to do related work as required.

### **Examples of Duties**

Duties include, but are not limited to, the following: Works with funeral directors and the public in carrying out funeral arrangements; collects money from the sale of plots, niches and vases; performs related office work; may operate crematorium or coordinate operation of crematorium with leasee; keeps detailed records and maps of burials, grave locations, cremations and utility lines; assists in preparation of cemetery budget; supervises and participates in the planting, landscaping and maintenance of grounds, the operation and maintenance of power equipment, the opening and closing of graves, the setting of headstones and markers and masonry work. Must be available for work on weekends and after normal working hours as required.

### **Employment Standards**

#### **Experience and Education**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

*Experience:* Three (3) years of experience in cemetery operation and maintenance.

*Education:* Any combination equivalent to graduation from high school.

#### **Knowledge and Abilities**

*Knowledge of:* Methods and techniques of burials, interments and cremations; grounds maintenance methods, equipment and materials; planting, landscaping and care of lawns, trees and shrubs; light power equipment operation and maintenance; operation and routine maintenance of crematorium equipment; financial arrangements and practices in connection with purchases of graves and niches; safety methods.

*Ability to:* Operate maintenance equipment; supervise work of others; deal effectively and sympathetically with bereaved public; establish and maintain effective relationships with others.

**License(s) and/or Certificate(s) Required**

Valid California Driver's License required.

California Certified Pest Control Applicator's License is desirable.