

Job Description

Human Resource Use Only
Position Number:
Step/Grade - H
Effective Date:06-2016

POSITION IDENTIFICATION

Position Title: Cemetery Team Leader
Division: Department of Public Infrastructure – Operations Division
Status: Full-Time - hourly
Workweek: 40 Hours, Monday – Friday Weekends as assigned by Supervisor

SUPERVISORY RELATIONSHIPS

Reports to: Operations Division Manager
Directly Supervises: Cemetery Laborers and seasonal staff

POSITION PURPOSE

The Cemetery Team Leader supervises all functions of the cemetery and performs a variety of tasks including sales, facility maintenance, supervision of cemetery employees and preparation of gravesites and maintenance of cemetery grounds. This is a supervisory position requiring mature judgment, detailed planning ability and the ability to redirect staff as priorities change. The position includes duties (including repetitive manual work) in the maintenance, operation, and development of the city-owned cemetery. The employee must be capable of hard physical labor and should have a thorough appreciation of the occupational hazards and an understanding of the appropriate safety measures required for the work. General assignments are received from a manager, but employees in this class are expected to exercise judgment in selecting work methods and in planning details. The Cemetery Team Leader reports to and receives administrative guidance from the Operations Division Manager and Director of Public Infrastructure and is expected to carry out most duties of this position independently. The employee must possess the ability to get along well with the public, with employees and management, and must have the social acumen to deal appropriately with customers who are under stressful and grief stricken circumstances.

ESSENTIAL DUTIES

- Plans and makes work assignments for various crews and inspects work upon completion.
- Supervises and trains work crews, including full-time employees and up to 15 seasonal employees in proper work techniques and procedures and in the operation and maintenance of equipment.
- Recommends hiring, discipline, suspension or discharge, if warranted, to the Operations Division Manager.
- Subject to standby responsibility for the Cemetery on weekends and holidays, as required by the Operations Division Manager.
- Oversees jobs in progress and makes recommendations for changes in practices.

- Processes requests for vacation, sick leave and other leave for seasonal employees under the Cemetery Team Leader supervision in compliance with policies set by the Operations Division Manager.
- Makes planning and budgeting recommendations to the Operations Division Manager.
- Works with Operations Division Manager to Plan, schedule, and supervise equipment changeover for seasonal work
- Schedules overtime authorized by the Operations Division Manager of employees under Cemetery Team Leader's supervision as needed.
- Enforces division safety programs in accordance with federal and state mandated regulations in the field.
- Coordinates and inspects work with private contractors and vendors as needed.
- Supervises and assists in grass cutting, leaf collection and removal, snow removal, the cultivation and watering of the cemetery grounds and all other tasks required to successfully operate the Cemetery.
- Lay out new cemetery sections under supervision of the Engineering Department.
- Responsible to oversee maintenance of complete computer records and/or books to ensure proper and complete grave location, records and documentation.
- Coordinates burial services and escorts funerals from the cemetery entrance to the gravesite in accordance with Cemetery Policies.
- Shows and sells grave spaces for pre-need and immediate burials dealing with emotional families.
- Keeps records of and manages all aspects of financial matters on a day to day basis including donations and files periodic reports to the Operations Division Manager.
- Checks, approves, and manages all property transferred to or from lot owners and heirs.
- Manage complaints concerning the cemetery, and report actions to the Operations Division Manager.
- Orders materials necessary for maintenance of equipment, buildings and grounds.
- Orders and oversees planting of Perpetual Care flowers.
- Oversees and prepares graves for spring sodding and orders the sod.
- Orders and supervises the placement of all trees in the cemetery, including donated trees.
- Operates and oversees the operation of all equipment used in the cemetery operation, including backhoe, air hammers, trucks, lawnmowers, leaf blowers, compressors, trimmers, snow blowers, etc.
- Relocates and oversees relocation of monuments and markers, when required.
- Performs maintenance duties for all equipment and buildings.
- Installs new water lines and repairs existing water lines in cemetery areas.
- Oversees and performs tasks of measuring and laying out grave spaces to assure proper dimensions and depth.
- Lays out foundations for markers and mixes, pours, and finishes concrete
- Maintains all roads in cemetery.
- Follow-up on acts of vandalism including notifying police and performing and overseeing necessary repairs.
- Performs any of the work duties of the Cemetery/DPI Laborer classification.
- Project management for the Cemetery Division as assigned by the Operations Division Manager.
- Responsible for on-call/after-hours duty, 24/7, for the Department of Public Infrastructure as scheduled/required.

OTHER DUTIES

- Performs other duties as assigned.
- May be required to assist with streets snow removal operations when necessary.

MINIMUM POSITION QUALIFICATIONS

- Education:** High School Diploma or equivalent; technical training relative to the position. An equivalent combination of training and experience may be acceptable only if the City determines that the applicant's previous background provides the required knowledge, skills and abilities to perform in the Cemetery Team Leader position.
- Experience:** Must have a broad based experience level in the following: Grounds keeping, landscaping, excavation, light equipment operation (air compressor, air hammer, leaf blower, lawnmower, etc.) heavy equipment operation and light maintenance, watermain construction, tree and small vegetation selection and maintenance supervision. Supervisory experience preferred.
- Certifications/Licenses:** Must possess a valid Wisconsin Driver's License. Must possess or obtain a valid commercial driver's class B & C license with air brakes issued by the State of Wisconsin within six (6) months of hire date.

KNOWLEDGE, SKILLS, & ABILITIES

Must have ability to operate equipment used in cemetery work such as dump truck, tractor type back hoe & end loader. Must have personal computer skills to perform general office tasks. Must possess very good interpersonal and public relations skills. The employee must possess the ability to get along well with the public, with employees and management, and must have the social acumen to deal appropriately with customers who are under stressful and grief stricken circumstances. Ability to communicate information in a concise and understandable manner, ability to read and interpret information from cemetery maps, correspondence, reports, operating maintenance instruction, blueprints, government regulations and procedure manuals, and the ability to complete paperwork and reports. Must have the ability to prepare and effectively present information to employees, supervisors, and the public. This position requires above average mathematical skills and a great degree of accuracy. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals, ability to calculate figures, areas, circumference, and volume, and the ability to apply concepts of basic algebra and geometry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

BACKGROUND CHECKS- Condition of Employment

PHYSICAL DEMANDS

- Manual Dexterity:** While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers to handle or feel; reach with hands and arms; stoop, kneel, carry, twist, crouch or crawl; talk and hear. The

employee is occasionally required to sit, climb, balance, smell and may be required to work in high places.

Physical Effort: Must be physically able to perform any and all duties of all personnel in the Cemetery. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, occasionally lift and/or move more than 100 pounds. Use of an air hammer sometimes results in repetitive motion.

Working Conditions: The employee must be able to adjust from one schedule to another at short notice and be able to maintain attention to task in overtime situations. Must be capable of working long hours in adverse weather conditions. In the performance of this position, the usual climate will be the outdoor environment. Work outdoors will expose the employee to weather conditions such as extreme cold, extreme heat, wet and/or humid conditions, and toxic or caustic chemicals. The employee occasionally may be required to negotiate semi-rough and rough terrain. The noise level is generally moderate but may be quite loud depending on equipment used or work being done in the area. The employee is frequently exposed to moving mechanical parts and vibrations and may be exposed to fumes and airborne particles.

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.