

# **TOWN OF WESTHAMPTON**

## **Job Description**

### **Cemetery Superintendent**

#### ***Position Summary:***

The Cemetery Superintendent should be a multi-talented person who has mechanical skills to do light maintenance and equipment repairs, carpentry skills, concrete knowledge, landscaping knowledge, ability to read blueprints, and good bookkeeping skills. In addition, that person should have the ability to lift at least 50 lbs., and should also be able to speak with people in a professional manner. The Superintendent should expect to work an average of 15 hours per week from April 1 to November 30 on general maintenance plus additional time as needed for burials and monument foundations.

#### ***Essential Duties and Responsibilities:***

##### General Maintenance of Cemetery Property and Grounds

- Lawnmowing and maintenance and trimming around monuments
- Spring and Fall leaf cleanup
- Maintenance of fence around perimeter of cemetery
- Pickup and removal of flowers and seasonal decorations from monuments, bring rubbish to town transfer station
- Maintenance and care of cemetery tractor, lawnmowers, and power equipment
- In coordination with the Veterans Agent, place flags on veterans' graves 2 weeks before Memorial Day and removing them after Veterans' Day

##### Interments:

- Must be on call for burials and interments for 8 month of the year (April 1 to November 30)
- Works with the Highway Department to dig graves for full traditional burials
- Uses hand tools for burying cremated remains
- Be a point of contact for families and funeral directors
- Maintain records of burials

##### Burial Lots and Monuments:

- Convey burial lots to residents and other interested parties according to cemetery regulations
- Maintain records of deeded lots
- Install concrete foundations for monuments

##### Other Responsibilities:

- Attend meetings of the Cemetery Commission
- Collect money per the fee schedule and turn in money to the Westhampton Town Treasurer

#### ***Supervision:***

- Works under direction of the Cemetery Commission. The Cemetery Superintendent will function independently, referring specific problems to the Cemetery Commission, Highway Superintendent and/or the Selectboard when necessary.

***Work environment & physical requirements:***

- Work under the direction of the Cemetery Commission.
- Provide verbal or written reports on Cemetery activities, condition, and needs.
- Assist in preparation of Cemetery expense budget
- Compose and send formal and informal written correspondence.
- Communicate using telephone, email, and other electronic formats.
- Correspond and communicate with the public with knowledge, sensitivity and accuracy.
- Prepare, maintain and keep accurate cemetery records, including schedule of interments, records of deeded lots and interments. Records may include confidential (personally identifiable) information.
- Receive, handle, track and turn over receipts in accordance with Town fiscal policies
- Work independently and on a flexible schedule. Manage time efficiently. Meet deadlines.
- Work outdoors in a variety of weather; must be able to walk, bend over, reach overhead, lift or move objects weighing up to 50 pounds.
- Operate motorized equipment, including but not limited to push and riding lawnmowers, weed-trimmers, augers, etc.
- Perform light maintenance on motorized equipment; coordinate mechanical repairs with Highway Superintendent or third-party service persons.
- Perform light maintenance, including carpentry, on Cemetery buildings, fences, and improvements.
- Understand and communicate with contractors and service persons.
- Use hand tools (shovels, gardening tools, saws, hammers, etc.)
- Maintain equipment and grounds; provide reports on condition of same; coordinate repairs by third parties;
- Under- or non-performance of job duties may have a significantly detrimental impact on residents, and the Town

*This job description does not constitute an agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*