

**POSITION DESCRIPTION
COUNTY OF FAYETTE, INDIANA**

POSITION: Supervisor
DEPARTMENT: Cemetery
WORK SCHEDULE: Flexible schedule
JOB CATEGORY: LTC (Labor, Trades and Crafts)

DATE WRITTEN: October 1997

STATUS: Full-time

DATE REVISED:

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as Supervisor for the Cemetery, responsible for maintaining the appearance of abandoned County cemeteries and supervising personnel.

DUTIES:

Supervises and directs assigned personnel, including interviewing, hiring, making work assignments, providing training and corrective instruction, and terminating as necessary. Maintains attendance and payroll records.

Maintains cemetery grounds, including mowing/trimming grass, trimming/removing trees and limbs, hauling and shoveling dirt, leveling ground, reseeding grass, and removing detrimental foliage.

Monitors cemeteries for fallen or damaged stone monuments, including using prodder to search for buried stones, repairing broken stones, pouring cement to construct new bases, and pulling/setting up fallen stones. Repairs/rebuilds broken or downed fences.

Maintains inventory of necessary supplies, ordering/purchasing with approval of supervisors. Processes related bills. Maintains equipment, making minor repairs as needed.

Researches, locates, and documents abandoned County cemeteries and determines appropriate steps to repair/restore grounds. Develops/updates policies and procedures for maintaining identified cemeteries.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGES:

High school diploma or GED.

Ability to supervise and direct assigned personnel, including interviewing, hiring, making work assignments, providing training and corrective instruction, and terminating as needed.

Working knowledge of and ability to make practical application of cemetery restoration and preservation techniques, and of cemetery monument and headstone materials.

Working knowledge of Department safety policies and procedures, and ability to safely and properly operate a variety of equipment, vehicles and tools, such as screw drivers, wrenches, chain saws, pruner, dump truck and trailer, chain hoist, tripod, riding and push mowers, weed eater, wheelbarrow, and fencing equipment.

Ability to physically perform assigned duties, including standing/walking/mowing for long periods, lifting/carrying objects weighing over 50 pounds, bending at waist, driving, walking on uneven terrain, pushing/pulling objects, and handling/grasping/fingering objects.

Ability to read and interpret various land records in locating cemeteries such as plat maps.

Ability to understand and follow written and oral instructions, and ability to work alone and with others in a team environment with minimum supervision.

Ability to effectively communicate with co-workers, cemetery patrons, County Commissioners, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to periodically work extended and/or evening hours, and occasionally travel out of town, but not overnight.

Possession of a valid driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs standardized, routine tasks according to Department policies and procedures. Incumbent receives indirect or occasional supervision and exercises judgment when determining appropriate steps in maintaining cemeteries. Incumbent's work requires some care and skill to prevent damage to headstones and tools.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, cemetery patrons, County Commissioners, and the public for the purpose of exchanging information.

Incumbent reports directly to County Commissioners.

IV. PHYSICAL EFFORT:

Incumbent's duties involve standing/walking/mowing for long periods, lifting/carrying objects weighing over 50 pounds, bending at waist, driving, walking on uneven terrain, pushing/pulling objects, and handling/grasping/fingering objects.

V. WORKING CONDITIONS:

Incumbent performs majority of duties in a garage/shop or outdoors in cemeteries and wooded areas, involving exposure to extreme temperatures, adverse weather conditions, poison ivy/oak, stinging insects, and working with heavy stone monuments/concrete, for which safety precautions must be followed at all times to avoid injury to self and others. Incumbent periodically works extended and/or evening hours, and occasionally travels out of town, but not overnight.

LICENSE/CERTIFICATION NEEDED:

Possession of a valid driver's license and demonstrated safe driving record.