



## Cemetery Supervisor March 2019 – Position Open Until Filled

**Position:** Cemetery Supervisor

**Dept:** Cemetery Department

**Reports To:** To Be Determined

**Revision Date:** 3/6/2019

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**Position Responsibilities (include but are not limited to the following):**

- Direct cemetery maintenance staff
- Locates and marks graves for interment
- On call 24/7 to respond to security alarms
- Escort funeral services to grave locations
- Observe interments
- Work with local Laborers Union
- Attend monthly Cemetery Board meetings
- Direct cemetery office staff
- Monitor staff work activities
- Maintain equipment and inventory list
- Hiring of fulltime and seasonal staff
- Disciplinary matters
- Evaluate staff yearly
- Create and manage yearly budget

**Knowledge, Skills, and Abilities Required:**

- Working ability to prioritize assignments
- Considerable ability to work well with others
- Working ability to solve problems
- Operation knowledge of backhoe and other digging equipment
- Operation of computer, fax, typewriter, calculator and other office equipment
- Must have a valid driver's license

**Minimum Qualifications:**

**Education/Training:** High School Diploma and/or supervisor experience

**Experience:** 4 years of cemetery maintenance or supervisor experience required

**Working Conditions:** Outdoors, wind, rain, sunshine, heat, cold

**Physical Requirements:**

- Ability to see within normal parameters
- Ability to hear within normal range
- Ability to extend hand(s) and arm(s)
- Ability to sit for extended periods of time
- Ability to lift up to 75lbs

**How to Apply:** Applications/Resumes and professional references will be accepted online only at [terrehaute.in.gov](http://terrehaute.in.gov). Applications may be submitted from a home personal computer or by utilizing resources available at your local County Library branch or local Work One office.

**Applications will be accepted until the position is filled.**