

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 323

CEMETERY SEXTON

GENERAL

Work is performed under general supervision. Oversees plans and participates in the daily operation and maintenance of the City's cemetery. Provides consolation and consultation services to the bereaved.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Schedules and supervises crew in performing cemetery and columbarium maintenance activities, columbarium entombment, and other related amenities, such as, planting and trimming hedges and shrubs, grading and sodding graves, seeding, watering fertilizing, and mowing.
- Lays out burial plots according to maps.
- Perform administrative record keeping of lot sales, burials, location of graves; sells burial plots and memorials.
- Communicates with Funeral Directors and families.
- Handles concerns of the family members, such as, scheduling funerals, opening of graves, and making other funeral arrangements.
- Operates tractor for digging graves, when needed.
- Checks grave markers list and supervises the placing of markers and monuments
- Handles complaints and grievances from the public
- Prepares budget and revenue sources and projections
- Prepares periodic and special progress reports.
- Performs related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of supervisory and administrative methods, procedures, principles, techniques and practices.
- Knowledge of clerical and financial records keeping in connection with cemetery business operations.
- Knowledge of the occupational hazards and safety precautions of the work and related equipment, tools and machinery operation.
- Knowledge of State, County, and local laws and regulations pertaining to cemetery operations.
- Knowledge of the type of clients served by cemetery employees.
- Ability to plan and supervise the work of maintenance personnel
- Ability to read and interpret cemetery map; tact in dealing with the public.

- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.
- Ability to communicate effectively, written and oral.

MINIMUM QUALIFICATIONS

High School Diploma or GED, an associate degree is preferred, and 2-4 years of experience in cemetery and grounds keeping work, including some supervisory or lead experience, or any equivalent combination of training and experience.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Ability to perform strenuous physical labor. Ability to lift up to 100 lbs.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate CDL (Class B) Florida driver's license and an acceptable driving record

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

10/15

Bargaining Unit: Non-bargaining

FLSA: Exempt

Classification: 21/50

Location: Public Works

GERS: Regular Class