



# Uintah County

## Job Description

<b>Title:</b>	Cemetery Crew Leader	<b>Code:</b>	806.4
<b>Division:</b>	Cemetery	<b>Effective Date:</b>	1/11
<b>Department:</b>	Facilities	<b>Last Revised:</b>	2/19
<b>FLSA Cat:</b>	Non-Exempt	<b>Pay Grade:</b>	32

### GENERAL PURPOSE

Performs a variety of **supervisory and advanced level field maintenance and operations duties** as needed to oversee completion of all phases of cemetery operations, i.e., burials, cemetery turf management and beautification, facilities maintenance, construction & repair.

### SUPERVISION RECEIVED

Works under the general supervision of the Facilities Manager.

### SUPERVISION EXERCISED

Directs activities of Cemetery division day-to-day assignments and tasks. Provides general supervision to lower level Groundskeepers and seasonal personnel as directed by the Facilities Manager.

### ESSENTIAL FUNCTIONS

Assists in the development of and implements project priorities; coordinates work schedules and completion of deadlines, determines materials needed to complete projects; assigns crew and allocates equipment and resources as needed to assure timely project completion; monitors employee performance, makes recommendations affecting employment status, i.e., advancement and retention.

Performs general administrative duties; maintains comprehensive work records, maintenance records, accident records, vehicle maintenance records, equipment and labor costs; collects information and data for various reports; prepares reports and statistical analysis to aid and plan an evaluation of cemetery maintenance and operations programs.

Assists in budget preparation, makes cost projections; assists in bid specifications and reviews proposals; assists in reviewing requests and proposals for services; monitors inventory of parts and equipment; ensures proper purchasing practices; recommends purchasing needs for the department, i.e., maintenance supplies, office supplies and related inventory.

Oversees the scheduling of funerals; sells burial plots & receives and accounts for payments; makes receipts and maintains payment balances in cooperation with county office clerical support staff; ensures all appropriate paperwork is completed and coordinates the scheduling and arrangements for funeral services with the funeral homes.

Supervises and performs various field duties such as mowing and trimming of grass, removal of weeds, pruning and care of trees and shrubs; raises and straightens headstones and markers; raises sunken graves.

Assists in the development of new cemetery sections; locates proper grave sites, measures and marks site for excavation, opens graves, closes graves; performs disinterments and reinterments when necessary.

Responds to public questions; explains cemetery procedures and policies; provides support during funeral activities and coordinates all other cemetery activities; supervises the work of headstone and vault companies.

Operates a variety of equipment including backhoe, dump truck, lawn mowers, tractors, snow blowers, tamping machines, weed eaters etc.; performs routine maintenance and repair of equipment; operates equipment to perform maintenance functions.

Assists in the training of laborers in equipment usage such as backhoe, loader, tractor, trencher, power sweeper, post-hole digger, tree spade, gang lawn mowers, and other landscape equipment.

Performs maintenance and repair of water sprinkler system for cemeteries; performs mowing and watering of cemetery turf; carries out supplemental irrigation to sustain or force growth; assures operation and maintenance of automated sprinkler systems and water pumps.

Monitors health condition of trees, shrubs and other horticulture; evaluates diseases and analyzes and makes decisions for the treatment of unhealthy trees, shrubs and related greenery.

Performs seasonal duties such as snow removal, snow plowing, winterizing sprinkler systems to avoid freezing, flushes watering systems in spring, and repairs other equipment and facilities; performs complex sprinkler system repair.

Performs related duties as required.

#### MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school;

AND

B. Four (4) years of experience in the maintenance, upkeep, and beautification of turf, cemeteries, facilities and related environments;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

**Advanced knowledge** of maintenance equipment such as backhoe, loader, dump truck, mowers, tractor, power overseeders, welder, trimmers, etc.;

landscape and sprinkler system design; flow pumps; of hazards and related safety precautions associated with equipment operations; of herbicides, and fungicides, and proper application of the same; of turf and greens management; of interpersonal communication skills. **Some knowledge** of principles of supervision and employee performance management.

**Advanced Skill in** the operation of various types of light equipment such as gang mower, front end loader, tractor, backhoe, etc., basic mechanics, basic electrical and plumbing operations, basic carpentry.

**Ability to** recognize and identify common weeds and pests; recognize and identify diseases common to turf and greenery; effectively apply chemicals for the abatement and eradication of noxious weeds; communicate effectively, verbally and in writing; develop effective working relationships with supervisor, subordinates, and the public.

3. Special Qualifications:  
Must possess a valid Commercial Drivers License (CDL).

4. Work Environment:  
Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing and seeing essential to the performance of the job. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, discriminating thinking. Frequent local travel required in normal course of job performance.

\*\*\*\*\*

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)