



**JOB ANNOUNCEMENT
CEMETERIES**

Posting # 4590-05-18-01

**Opens: May 17, 2018
Closes: Open Until Filled**

POSITION: CEMETERY SUPERVISOR

PURPOSE: Performs a variety of **general administrative and supervisory** duties related to planning, coordinating and directing all phases of cemetery operations, cemetery turf management and beautification, facilities maintenance, construction and repair. Candidate works under the general supervision of the County Commissioners.

ESSENTIAL FUNCTIONS:

- ❖ Manages the day-to-day operations of the county cemeteries;
- ❖ Performs general administrative duties;
- ❖ Prepares budget recommendations;
- ❖ Oversees the scheduling of funerals and coordinates the sale of burial plots;
- ❖ 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 markers, installs and sets headstones and develops new cemetery sections;
- ❖ Establishes and maintains a system of records, files and maps for the cemetery legend; prepares monthly burial report for county and state records;
- ❖ For additional functions, see job description.

MINIMUM REQUIREMENTS:

- ❖ Graduation from high school, **PLUS** two (2) years of specialized training related to turf management; **AND**
- ❖ Four (4) years of progressively responsible experience in the maintenance, upkeep, and beautification of turf, cemeteries, and facilities; **OR**
- ❖ An equivalent combination of education and experience;
- ❖ **Considerable knowledge** of maintenance equipment and landscape & sprinkler system design;
- ❖ Must be able to obtain a valid Commercial Drivers License (CDL).

WORK SCHEDULE & COMPENSATION:

- ❖ Full time with excellent benefit package.
- ❖ Starting salary will be based on experience.
- ❖ At-Will, Career-Service-Exempt position

For a copy of this announcement visit our website at www.co.uintah.ut.us or call Human Resources at 435-781-5389. For information regarding area attraction visit: <https://www.youtube.com/user/visitdinosaurland>

An application or resume may be submitted by mail, fax, e-mail, or in person.

Mailing address: Uintah County Human Resources

152 E. 100 N.

Vernal, UT 84078

Fax #: 435-781-5441

E-Mail: resume@uintah.utah.gov

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