

Position Vacancy Notice

POSTING DATE: 27 September 2012

START DATE: 07 November 2012

TITLE: **Cemetery Superintendent**

INITIAL RATE OF PAY: \$ 22.67 / hr. GRADE: 7 Step: 1

PART-TIME: **5 hours a week, Non-Exempt** Annual: **261 hours**

SUMMARY OF DUTIES:

- Maintain cemetery grounds, roads and structures.
- Retain the required help to perform maintenance to accepted community standards.
- Comply with state laws pertaining to cemeteries, burials and procurement.
- Attends Cemetery Commission meetings, and other meetings as necessary.
- Available to show and sell burial lots.
- Maintains cemetery lot plan and records.
- Tracks, organizes, and budgets expenses for Commission.
- Assists Funeral directors, monument suppliers, and the public on limited notice.

REQUIREMENTS:

- Current valid MA driver's license.
- Familiar with or the ability to obtain knowledge of state regulations, policies, laws and recommendations.
- Ability to tactfully and appropriately interface with funeral directors, commissioners, and the public.
- Physical ability to work outdoors and dig cremation graves.
- Ability to stand for long periods of time in most weather while on duty.
- Pre-employment physical examination
- Ability to work as part of a town team: with finance officers, Board of Health and Town Clerk
- Effective communication skills.

APPLICATION: Contact the Selectmen's Office for an application packet or questions asstexecsec@chilmarkma.gov 508-645-2101
QUESTIONS

DEADLINE: Completed Applications with a cover letter and resume should be submitted to the Selectmen's Office by 4:00 PM on Monday **October 15th 2012.**

INTERVIEWS: Tentatively scheduled for the week following