

- I. POSITION TITLE: **CEMETERY SUPERINTENDENT**

- II. SUPERVISOR(S): **CHILMARK CEMETERY COMMISSION & TOWN ADMINISTRATOR**

- III. GENERAL DESCRIPTION OF DUTIES:

Supervises and/or executes the operation and maintenance of the Chilmark Cemetery as required by the Cemetery Commission.

- IV. DUTIES AND RESPONSIBILITIES:
 - A. Maintain cemetery grounds, roads and structures
 - B. Retain required help to perform maintenance to accepted community standards at a rate that complies with State and Town regulations.
 - C. Be available to show burial lots.
 - D. Maintain cemetery lot plan and records of lessee(s) of all lots as well as persons buried there, their location on the lot, dates of burials and any other information required, in conjunction with the Town Clerk.
 - E. Assist funeral directors at all funerals and be there during services to direct traffic and supervise activities if necessary.
 - F. Open all cremation graves as requested by lessee(s) for the burial The funeral director arranges for the opening of graves for casket burials. Families desiring a green burial must contact the Cemetery Superintendent.
 - G. Arrange with the monument supplier the placement of grave markers.
 - H. Assist the Cemetery Commission with the preparation of the annual budget.
 - I. Discuss with the Cemetery Commission, at least annually, income and expenses for the period.
 - J. Maintain, or arrange for the maintenance of, all equipment owned by the Cemetery and initiate requests for replacement, retirement or addition of tools and materials required to perform duties.
 - K. Obtain quotes for all contract maintenance work as required by the Cemetery Commission. Processes all invoices from contractors and casual labor for Cemetery Commission approval and submit to Town Accountant.
 - L. Attend all Cemetery Commission meetings.
 - M. Educate self in Massachusetts General Laws and other sources as they pertain to the Cemetery Commission’s practices and procedures; review changes in requirements with the Commission. Participate in continuing education through classes and conferences as determined by the Cemetery Commission and in coordination with the Town Administrator.

Cemetery Superintendent

Town of Chilmark May 2019

The essential functions of duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

These duties shall be performed appropriately to represent the decisions and policies of the Town of Chilmark and with respect and confidentiality for the parties involved.

V. SUPERVISORY RESPONSIBILITIES:

- A. Oversee work of all contract maintenance personnel.

VI. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- A. Ability to work with little day-to-day supervision.
- B. Ability to communicate effectively with town employees, state and local officials, and the general public.
- C. Respect the privacy of co-workers and the public.

VII. POSITION GRADE LEVEL & TIME REQUIREMENTS:

Grade 7

Recommended By:
Cemetery Commission: Date: Sept. 13, 2018

Chair: *David L. Cook*

Recommended By:
Human Resources Board: Date: October 4, 2018

Chair: *J. Keene*

Approved By:
Board of Selectmen: Date: May 7, 2019

Chair: _____