

TOWN OF DRACUT

JOB DESCRIPTION

Position Title:	Cemetery Director Non-Union/Part-Time - Grade 4
Reports to:	Town Manager
Work Schedule:	As Needed – Approximately 10 Hours/Week

Position Summary

Manage the operation of Town cemeteries under the direction of the Town Manager in accordance with Massachusetts General Laws, Town bylaws, regulations and policies established by the Town Manager. Directs a work crew in performance of grounds maintenance, shrub and flower planting, grave digging, snow removal and installation of monument foundations. Required to purchase supplies as needed and manage expenditures within the approved operating budget. Must possess a driver's license.

Principal Tasks

- Meets with bereaved families for the sale of burial lots, in doing so accounts for receipts and prepares proper paperwork for turnover to Treasurer's office.
- Sale of lots to families planning for the future shall be done during normal business hours (M-F) or by appointment unless special circumstances require otherwise.
- Directs work crew as it pertains to fertilizing, mowing and grass trimming, planting shrubs and flowers, painting, digging graves, snow plowing, and installing monument foundations.
- Participates in budget process and manages expenditures to achieve budget goals.
- Must be able to read, interpret and understand cemetery maps and diagrams.
- Reviews work orders from monument dealers for size, shape and appropriateness of proposed monuments. Approves same before installation in the cemetery. Provides layout for monument foundations.
- Determines the optimum layout of burial lots, and makes recommendations for the development of future burial space to Town Manager.
- Supervises the maintenance and repair of equipment and vehicles used in cemetery operations and purchases, supplies and services for same.
- Independently travels to various cemetery locations.

The above are typical tasks regularly performed, but additional related tasks of equivalent skills and responsibilities are performed as requirements change.

Physical Demands

Position requires the ability to lift a minimum of 50 pounds. The Cemetery Director must be able to operate maintenance equipment if necessary. Position is subject to work outdoors and may be exposed to cold, snow, rain and wind.

Special Requirements

Position requires a special degree of sensitivity with bereaved families as well as rapport and cooperation with funeral directors. In some circumstances, the Cemetery Director may be required to perform the above duties outside of normal business hours. The Cemetery Director interviews, provides recommendations, evaluates and takes disciplinary action as necessary within the department and is required to report same to the Town Manager.