

CEMETERY SUPERINTENDENT (P/T)

LOCATION: Village of Waverly
CLASSIFICATION: Non-Competitive
SALARY: To be determined
ADOPTED: Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This is a position of moderate importance involving complete responsibility for the maintenance and operation of the municipal cemetery. The work is performed under the general supervision of the Superintendent of Public Works. Immediate supervision is exercised over laborers.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Oversees interments;
- Supervises the building of concrete foundations, the sodding and grading of burial plots and the mowing and trimming of grass and shubbery;
- Maintains records and diagrams of burial plots and interments;
- Confers with prospective purchasers of cemetery lots and makes records of sales;
- Keeps a variety of records and reports in connection with the above activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of ground maintenance practices; ability to get along well with others; ability to keep simple accounting and clerical records; good address; good physical condition.

MINIMUM QUALIFICATIONS: Graduation from a senior high school and two years of full-time paid experience or its part-time equivalent in grounds or park maintenance activities.