



Orange County Cemetery District Job Description

Job Details	
Job Title	Cemetery Manager
Reports To	District General Manager
Salary Grade	\$5,659-\$7,427
FLSA Status	Exempt
Effective	July 2016

Summary

Describes the major purpose of this position and its role in the department and/or organization.

Responsible for overseeing all cemetery operations at a single site, including interment services with families, clergy and funeral directors. Meets with the public to explain cemetery services, shows and sells cemetery certificate of interment rights, completes transactions and maintains accurate cemetery records. Oversees and supervises staff in the maintenance and upkeep of cemetery grounds and equipment.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the duties and responsibilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties and Responsibilities

1. Meets with families for the purpose of arranging interment services. Includes providing families with cemetery information, prices, services, availability and collecting fees.
2. Provides assistance to the public (via phone or walk-ins) with information concerning cemetery prices, availability, appointments and resolving complaints.
3. Sells certificate of interment rights and other district services to the public.
4. Plans and coordinates scheduling of services with clergy, local funeral homes and mortuaries.
5. Coordinates deliveries of burial liners and vaults.
6. Coordinates with monument companies to help families order headstones.
7. Investigates incidents regarding cemetery property. Contacts local law enforcement and cooperates on incidents that require involvement. Prepares and maintains accurate incident reports.
8. Oversees and ensures interment locations are readied for interment services. Trains staff in opening and closing of interment locations and niches.
9. Assists with interments when outside staff is not available.



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10. Operates cemetery equipment when needed.
11. Performs research and special projects as assigned or requested by the District GM.
12. Documents, maintains and generates a monthly reporting of interments services, interment lot sales and memorial tablets received and installed.
13. Signs California burial permits and files with District office.
14. Researches records of abandoned grave spaces, updates map and lists for future use.
15. Meets with community services committees for special cemetery events. Supervises and coordinates the preparation of special events in the cemetery.
16. Surveys new and existing cemetery property. Maintain and record an inventory and map of available cemetery space.
17. May serve as District Safety Officer to ensure all District cemetery operations are in compliance with safety rules and regulations.
18. Ensures cemetery staff are trained in, and adhere to, California Health and Safety Codes in performing the daily operations of the cemetery.
19. Participates in the budget process with the District GM and recommends future budget needs of assigned cemetery.
20. Orders and purchases all equipment and machinery needed by the cemetery. Identifies and auctions tools and equipment when no longer needed.
21. Purchases all supplies necessary for the smooth and efficient operation of the cemetery.
22. Solicits contractor/vendor work bids, reviews bid and qualifications, and oversees work project on behalf of the Cemetery.
23. Supervise grounds keeping staff in the maintenance of cemetery buildings, grounds and equipment.
24. May supervise a District Mechanic for all three locations and evaluate performance.
25. Prepares and issues employee annual performance reviews, administers disciplinary actions as needed, assigns work and approves over-time.
26. Directs and coordinates all cemetery equipment repairs with the District Mechanic and ensure parts are ordered as needed.



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- 27. Ensures cemetery work order requests for maintenance and services are addressed and completed.
- 28. Oversees the coordination and completion of cemetery capital improvement projects.
- 29. Fills-in at other District cemeteries when required.
- 30. May attend local Cemetery and Funeral Director Association meetings
- 31. Adheres to District policy and procedures and the California Health & Safety Code.
- 32. May be required to perform other related duties as assigned by District General Manager.

Job Requirements
Requirements for the satisfactory performance of each task.

Education
Describes the minimum education and training needed to perform this job

Required	High School Diploma or GED
Preferred	Associate Degree in Mortuary Science, Business Administration or Public Works

Work Experience
Describes the type and minimum years of applicable previous work experience required to perform the job

Required	At least four (4) years previous work experience as a cemetery leadworker / supervisor or the equivalent related work experience.
Preferred	One (1) year previous work experience as a Cemetery Manager or the equivalent related work experience.

Licenses, Registration or Certification
Licenses, registrations or certifications required to perform this job

Required	None
Preferred	

Supervision / Direction Received
 Receives occasional supervision while working toward a definite objective that requires use of a wide range of procedures. Plans, and/or determines specific procedures or equipment required to meet assigned objectives, and solves non-routine problems. Refers only unusual matters to the District General Manager



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Supervisory Responsibilities	
Does this position directly supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Job titles of supervised positions:	Leadworker Groundskeeper Mechanic

Physical Factors				
<i>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i>				
	Continually 6+ Hours	Frequently 3-6 Hours	Occasionally 1-3 Hours	Rarely/Never < 1 Hour
Physical Factors				
Standing			X	
Walking			X	
Sitting		X		
Pushing/Pulling			X	
Climbing				X
Twisting			X	
Stooping/Bending			X	
Kneeling			X	
Grasping/Gripping			X	
Repetitive Movements				X
Crawling				X
Reaching			X	
Talking	X			
Hearing	X			
Reading			X	
Writing		X		
Filing				X
Typing		X		
Weight				
0-25 lbs			X	
25-50 lbs			X	
Over 50 lbs			X	

WORK ENVIRONMENT				
<i>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i>				
Office working environment		X		
Exposure to dust, fumes, chemicals				X
Exposure to extreme heat/cold				X
Exposure to outdoor weather conditions		X		
Exposure to loud noise			X	
Vibration/Impact			X	
Heights				X
Risk of electrical shock				X



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Knowledge, Skills and Abilities

Knowledge, skills or abilities needed to successfully accomplish the essential duties of this position

Knowledge of the Funeral Industry, interment rules, regulations and codes
Knowledge of landscape maintenance and care
Knowledge of public works contracts and methods of construction
Skill in managing a cemetery operations
Skill in operating a computer and applications
Skill in record keeping and reporting
Skill in planning, coordinating and scheduling activities and operations
Skill in selling products and services to the public
Skill in providing customer service to the public
Skill in supervising, scheduling and assigning work
Skill in soliciting bids and hiring and managing contractors/vendors
Ability to work with others District staff and assist where needed
Ability to empathize with the emotional state of others