

**JOB POSTING**  
**TOWN OF PRINCETON**

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The Town of Princeton is accepting applications for the position of **CEMETERY SUPERINTENDENT**. This is a part-time, approx. 10 hour a week stipend position (with an equivalent wage of about \$18.00 per hour). The superintendent is responsible for the operation and maintenance of eight town cemeteries, including contract administration, lot sales, burials, mowing and trimming, and general maintenance. Work is generally Mon-Fri, with Saturdays as necessary for burials, and 1 monthly Monday evening meeting with the Cemetery Commission. Position is on call for burials. Minimum qualifications include a High School Diploma or G.E.D.; one to three years vendor contract management experience; knowledge of cemetery operations preferred but not essential. Advanced education and training preferred. Cover letter, resume, and application form must be submitted to the Town Administrator via email to [townadministrator@town.princeton.ma.us](mailto:townadministrator@town.princeton.ma.us) by 4:00 PM on Friday, May 18<sup>th</sup>. The Town of Princeton is an Equal Opportunity Employer.

<b>Position Title:</b>	Cemetery Superintendent	<b>Grade Level:</b>	Level E
<b>Department</b>	Cemetery	<b>Date:</b>	April 2018
<b>Reports to:</b>	Town Administrator	<b>FLSA Status</b>	Non-Exempt

## DEFINITION

Responsible for the day to day management of cemetery operations.

## ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Provides for the maintenance of the cemetery grounds and for safety and accessibility throughout the cemeteries.
- Oversees contractors and vendors that provide grave preparation and repair, landscaping, lawn mowing and trimming, pest management installation of markers, and removal of leaves and debris.
- Prepares, issues, and communicates contract change orders as needed for additional services.
- Purchases materials and supplies needed for maintenance operations.
- Acts as the primary contact for the sale of cemetery lots including lot selection and administrative paperwork.
- Organizes and coordinates funeral services; oversees the preparation of gravesites for ceremony and burial, coordinates activities as needed during the ceremony, oversees the lowering of the casket and vault cover, and repairs, of the gravesite after the ceremony.
- Maintains and updates cemetery maps and files in the cemetery database system.
- Performs a variety of related duties

## SUPERVISION RECEIVED

Under general direction, employee oversees contractors that provide the cemetery maintenance services. Employee is expected to solve most problems of detail or unusual situations by working with the contracted vendors to negotiate a mutually acceptable problem resolution. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor.

## JUDGMENT

The work involves numerous standardized practices, procedures, or general instructions that govern the work and, in some cases, may require additional interpretation. Judgment is needed

to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

## **COMPLEXITY**

The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact-finding techniques; or determining the methods to accomplish the work.

## **NATURE AND PURPOSE OF CONTACTS**

Relationships are primarily with contractors and vendors who provide the maintenance and excavation services and co-workers incidental to the purpose of the work and involve giving and receiving factual information about the work. Interacts with funeral homes and families. Ordinary courtesy and tact are required.

## **EDUCATION AND EXPERIENCE**

High school diploma or equivalent and 1-3 years of contract administration experience or related field. Knowledge of cemetery operations preferred but not essential. Advanced education and training preferred.

## **KNOWLEDGE, ABILITY, AND SKILLS**

Knowledge of cemetery operations and contract administration. Knowledge of the provisions of Massachusetts General Laws Chapter 141 and relevant Town bylaws, rules and regulations.

Ability to demonstrate compassion and sensitivity when dealing with funeral attendees and the public. Ability to establish and maintain good working relationships with contractors, vendors, Town officials, and other Town and department personnel. Ability to read maps and locate burial plots. Ability to create accurate records.

Oral and written communication skills. Personal computer skills.

## **WORK ENVIRONMENT**

The nature of duties may involve continuous presence of unpleasant or irritating elements, such as considerable noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease. Work may be performed outdoors, regardless of weather conditions.

## **PHYSICAL, MOTOR, AND VISUAL SKILLS**

**Physical Skills**

Work requires moderate intermittent physical strength and effort daily, such as lifting heavy objects, carrying the object(s) and stacking them or moving them. In addition, pulling, pushing, standing or walking for the full work day may also be involved. A great deal of physical effort must be exerted at this level.

**Motor Skills**

Duties involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination.

**Visual Skills**

Visual demands require routinely reading documents for general understanding and analytical purposes.