

# City of DeFuniak Springs

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[www.defuniaksprings.net](http://www.defuniaksprings.net)

## **JOB NOTICE** **CEMETERY COORDINATOR – CEMETERY DEPARTMENT**

**Post Date: February 6, 2020**

**Close Date: Open Until Filled**

**FLSA Status:** Non-Exempt

**Starting Pay Range:** 35,360 – 40,560 DOQ

### **Job Summary:**

This position supervises and performs work in coordinating the grounds maintenance of city property. Responsible for operation and maintenance of the city cemetery and acts as cemetery board designee. Work includes budgetary monitoring, training, and supervising subordinates. Typical work schedule will be Monday through Friday from 7 a.m. till 4 p.m. Subject to be called in on a holiday or during an emergency.

### **Essential Job Functions:**

- Designates and identifies burial plots for the general public and funeral homes.
- Plans, schedules, and supervises the operation and maintenance of the city cemetery.
- Inspects the city cemetery daily.
- Schedules and coordinates work with other city departments to facilitate the maintenance of the cemetery.
- Prepares a monthly department operational report and provides other reports as requested.
- Develops efficient and effective work methods within the department.
- Maintains attendance and time keeping records, including authorizing leave for the department.
- Ensures proper safety standards and precautions are followed and enforces the use of PPE's (**P**ersonal **P**rotective **E**quipment).
- Determines equipment, manpower and other resources required to perform the work to complete any given task.
- Orders supplies and keeps record of hours, material and equipment used to complete work orders.
- Participates in the selection and hiring of applicants within the department.
- Works directly with the public to address any concerns, as needed.
- Works in emergency situations and conditions as may be required.
- Adheres to all safety rules and regulations.
- Adheres to work schedule and attendance requirements.
- Performs other duties as directed and required.
- Must create a positive public image as a representative of the city.

### **Position Qualifications:**

High school diploma or GED obtained, five (5) years of experience in grounds maintenance, and any combination of training and experience which provides the required knowledge, skills and ability to perform the job. Strong mathematical and reading skills. Requires a valid class "A" Florida CDL.

Applications may be obtained from the administration office, 71 US Hwy 90 West, DeFuniak Springs, Florida 32433, or on the city website. Applications will be received during regular office hours, Monday through Friday from 8:00 a.m. until 5:00 p.m.

The City of DeFuniak Springs is an Equal Opportunity/Affirmative Action/ADA Employer/Drug Free Workplace. We consider applicants for all positions without regard to race, color, national origin, sex, age, disability, marital status, religion or any other legally protected status.

## CEMETERY COORDINATOR

**FLSA STATUS:** Non-Exempt  
**SUPERVISORY STATUS:** Supervisor

**DEPARTMENT:** Cemetery / Grounds  
**REPORTS TO:** Public Works Director

### **JOB SUMMARY:**

This position supervises and performs work in coordinating the grounds maintenance of city property. Responsible for operation and maintenance of the city cemetery and acts as cemetery board designee. Work includes budgetary monitoring, training, and supervising subordinates. Typical work schedule will be Monday through Friday from 7 a.m. till 4 p.m. Subject to be called in on a holiday or during an emergency.

### **ESSENTIAL JOB FUNCTIONS:**

**The following statements describe the principal functions of this job and its scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other departments to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.**

- Designates and identifies burial plots for the general public and funeral homes.
- Plans, schedules, and supervises the operation and maintenance of the city cemetery.
- Inspects the city cemetery daily.
- Schedules and coordinates work with other city departments to facilitate the maintenance of the cemetery.
- Prepares a monthly department operational report and provides other reports as requested.
- Develops efficient and effective work methods within the department.
- Maintains attendance and time keeping records, including authorizing leave for the department.
- Ensures proper safety standards and precautions are followed and enforces the use of PPE's (Personal Protective Equipment).
- Determines equipment, manpower and other resources required to perform the work to complete any given task.
- Orders supplies and keeps record of hours, material and equipment used to complete work orders.
- Participates in the selection and hiring of applicants within the department.
- Works directly with the public to address any concerns, as needed.
- Works in emergency situations and conditions as may be required.
- Adheres to all safety rules and regulations.
- Adheres to work schedule and attendance requirements.
- Performs other duties as directed and required.
- Must create a positive public image as a representative of the city.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of horticulture and landscaping design.
- Knowledge of job safety hazards and procedures as applied to O.S.H.A.
- Knowledge of the operation of light, moderate and heavy motorized equipment.
- Knowledge of the principles and practices of cemetery operation and maintenance, and municipal ground maintenance.
- Knowledge of equipment and facilities required in a comprehensive ground's maintenance program.
- Knowledge of principles of supervision, organization and administration.
- Knowledge of all city policies and procedures.
- Knowledge of city cemetery ordinance.
- Skilled in dealing with customers and able to handle stressful situations.
- Skilled in the use and care of tools, equipment and materials of the tasks for which assigned.
- Ability to demonstrate initiative, self-motivation, and work cooperatively with co-workers and the public.
- Ability to communicate effectively, verbally and in writing, with employees, department directors, and the public.
- Ability to exercise considerable tact and courtesy in contact with the general public.
- Ability to exercise good independent judgment and initiative in applying standards to a variety of work situations.

- Ability to assist in preparation of a budget and monitor department expenditures.
- Ability to keep accurate records and reports.
- Ability to use common office machines, including computer-driven word processing, spreadsheet and file maintenance programs.
- Ability to plan, supervise and coordinate the work of the department in a manner conducive to full performance and high morale.
- Ability to layout cemetery burial plot.
- Ability to obtain certification in CPR and First Aid procedures.

**QUALIFICATIONS, TRAINING AND EXPERIENCE:**

High school diploma or GED obtained, five (5) years of experience in grounds maintenance, and any combination of training and experience which provides the required knowledge, skills and ability to perform the job. Strong mathematical and reading skills. Requires a valid class "A" Florida CDL.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

**The physical demands described here are representative of those that must be met by an employee successfully to perform the essential functions of this job. The work environment characteristics are 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 job functions.**

Must speak, read, write and comprehend fluent English. Required to sit, walk, talk and hear. Specific vision abilities required include close vision and the ability to adjust focus. Use of both hands and fingers with dexterity. Required to use hands and fingers to operate objects, tools or controls and reach with hands and arms. Must be able to maintain repetitive motions. Must be able to climb ladders and scaffolding. Must be physically able to operate motor vehicles, including light pickup trucks and various heavy equipment. Must be able to lift and/or move up to 50 pounds. Must be able to exert up to 75 pounds of force occasionally, and/or up to 35 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Requires the ability to maintain body equilibrium to prevent falling when walking or standing on uneven surfaces and when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Physical demand requirements are for medium to heavy work. May be subject to dust, heat, and physically dangerous areas while working in field. May be exposed to possible bodily injury from vehicular traffic. May be subject to insects, snakes, rodents or spiders. May be subject to confined spaces. May be exposed to various extreme atmospheric conditions.

This job description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_