

City of DeFuniak Springs

71 US Hwy. 90 W.
Post Office Box 685
DeFuniak Springs, FL 32435



Phone: 850-892-8500
Fax: 850-892-8506
TDD: 850-892-8504

www.defuniaksprings.net

JOB NOTICE (INTERNAL ONLY) CEMETERY COORDINATOR – CEMETERY DEPARTMENT

Post Date: June 24, 2020

Close Date: July 2, 2020

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. The City provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military.