



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **SUPERINTENDENT OF CEMETARY**
Jurisdictional Class: Non-Competitive * Part Time
Civil Division: Town of Mentz
Adoption: CSM
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

Plans, directs, and inspects the work of cemetery maintenance; does related work as required. This is important supervisory work involving responsibility for the maintenance, operation and business management activities of the town cemeteries. The work is performed under the general direction of the Town Supervisor and involves the supervision of Laborers engaged in cemetery maintenance work.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises the maintenance of cemetery grounds;
Maintains records of burial plots and interments;
Maintains time records of employees;
Purchases supplies on the order of the Town Board.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of ground maintenance practices;
Ability to organize and direct the work of others;
Ability to keep simple accounting and clerical records;
Ability to get along well with others;
Reliability;
Good physical condition.

MINIMUM QUALIFICATIONS:

(A) Two (2) years of experience in grounds or park maintenance activities AND graduation from a standard senior high school.