

## **Bath Township, Byron Cemetery**

**3256 Trebein Rd.**

**Fairborn, OH 45324**

**937-878-9700**

### **Job Description for the Byron Cemetery of Bath Township**

- ✚ Work Hours, M – F 7:30 – 4:00 pm. Saturdays TBD as services are scheduled. It is possible but not probable to work Sundays & holidays.
- ✚ Maintain a Class B Commercial Driver's License or obtain one during the 180-day probationary period.
- ✚ Proper dress code per supervisor's discretion (especially during funerals)
- ✚ Have a respectful attitude to all visitors in Byron Cemetery.
- ✚ Operate heavy equipment such as, backhoe, track hoe, bobcat, snowplow.
- ✚ Keep all cemetery vehicles, tools and equipment in good, clean and safe working order. Return to their proper place.
- ✚ Maintain cemetery grounds, which include: mowing, trimming, keeping property free of trash and debris.
- ✚ Keep all graves leveled and filled with soil until sod or grass seed has been applied.
- ✚ Keep all roads within the cemetery clear, which includes snow removal during the winter months.
- ✚ Maintain Funderburg Cemetery & Byron Village property.
- ✚ Building and structure maintenance within the cemetery.
- ✚ Locate grave spaces on maps and cemetery grounds.
- ✚ Properly dig graves with efficiency.
- ✚ Properly build forms for concrete foundations.
- ✚ Proper installation of concrete foundations for the placement of monuments and markers.
- ✚ Proper removal of concrete forms.
- ✚ Keep all memorials in accordance to cemetery rules and regulations.
- ✚ Make certain that all funeral processions are directed into the cemetery in the proper direction and to the correct destination. Remain nearby to be available if needed.
- ✚ When funeral services are graveside your nearby presence is still required.
- ✚ Acquire all legal documentation from funeral directors that is required by local, state or federal law for interments.
- ✚ Receive burial payment from funeral directors and submit to Supervisor.
- ✚ Submit to random drug & alcohol screenings.

#### **When Supervisor is unavailable:**

- ✚ Receive customers compassionately (many are grieving customers) for inquiries & sales.
- ✚ Answer phone calls and return messages if necessary.
- ✚ Receive & communicate messages to Supervisor.
- ✚ Receive incoming orders from funeral homes for burial services.