



SUPERINTENDENT

REPORTS TO: Vice President of the Cemetery

COMPENSATION: Salary - Exempt HOURS: Full time

The Superintendent has the responsibility for the planning, directing and controlling of the daily operations of the grounds crew of Cemetery. The Superintendent shall responsibly advise the Vice President and carry out the policies established by the Vice President.

The Superintendent:

- Coordinates job assignments for entire grounds staff.
- Performs first level supervision of the foreman.
- Performs manager level supervision and is responsible for the entire grounds staff.
- Interviews and hires new grounds employees within budgetary constraints as needed.
- Escorts and supervises all interments.
- Promotes and executes sales of graves and services to clients.
- Prepares specifications, proposal analysis and makes recommendations to the Vice President for the purchase of major equipment and supplies;
- Makes minor tool, equipment, and supply purchases.
- Provides quality control for all work performed by the grounds staff.
- Is responsible for layout of interments.
- Is responsible for layout of foundations.
- Controls on-site activity of outside contractors hired by the Cemetery or others.
- Prepares budgets and program plans for the care of the cemetery grounds.
- Researches and participates in the establishment of selling prices, subject to approval by the Vice President and Board of Directors.
- Represents the Cemetery at trade functions at the direction of the Vice President.
- The Superintendent shall also assume responsibility for whatever additional matters may arise or be assigned to him from time to time by the Vice President.

For more information contact:

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