

Cemetery Manager for Essex Township – Contract Position

Job Duties:

Coordinate burials with funeral home / family. Requires communication with the funeral home / family, scheduling burial with contractor and burial contractor, meeting at cemetery to mark grave, receiving payment and death certificates, and recording information in computer system and on map. Relay information to contractor so maps can be marked accordingly. Total time: approximately 2 hours / burial

Coordinate footings. Requires communication with funeral home / family, scheduling footing with contractor, meeting at cemetery to mark grave, receiving payment, and recording information in computer system. Total time: approximately 2 hours / burial

Sell gravesites. Requires communication with the purchaser, meeting at the cemetery to choose gravesite, receiving payment, creating deed and sending to purchaser along with cemetery rules, recording lot purchase in computer system and on map. Relay information to contractor so maps can be marked accordingly. Transfer money to the Essex Township Clerk. Total time: approximately 2 hours / purchase

Communicate with the Essex Township board.

Coordinate grave openings (conventional burial) with appropriate company or personnel who will open the grave.

Coordinate cremations.

Ensure graves and cemeteries are maintained.

Check special markers, monuments, etc. within the cemeteries.

Comply with county, state, and federal regulations.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the contracted position if the work is similar, related or a logical assignment to the position.

SUPERVISION GIVEN

None

SUPERVISION RECEIVED

Works under the supervision of the Essex Township Board.

QUALIFICATIONS KNOWLEDGE, SKILLS, ABILITIES

1. Knowledge of or ability to learn the cemetery system
2. Knowledge of or ability to learn the computer skills
3. Good public relations abilities

WORK ENVIRONMENT

Home office

Outdoor visits to cemeteries

HOURS

As needed. Will range from 4-8 hours a month, with April through October being the busiest months.

Monthly invoice will be sent to the Essex Township Board.

COMPENSATION

The Cemetery Manager will contract with the Essex Township Board at \$13/hour.