

Highway Department Public Grounds and Cemetery Supervisor

DEFINITION

This position performs administrative and manual work overseeing the Public Grounds and Cemetery Division of the Highway Department. Includes the care and maintenance of town parks and cemeteries and recreational grounds within the Town.

ESSENTIAL FUNCTIONS

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

- Plans, directs, and assists with the maintenance and care of the town parks, cemeteries, and recreational facilities. Supervises personnel and participates in mowing the grass, raking leaves, trimming trees and shrubbery, and other general parks and cemetery maintenance; conducts winter roadway maintenance activities on cemetery and parks access roads and lots.
- Prepares for funerals by locating grave sites, removing sod and loam, and arranging for grave digging; digs graves by machine or by hand; fills and covers graves in accordance with State and local regulations. Supervises the installation and repair of foundations, the erection and moving of monuments, and the placing of granite markers for permanent identification purposes.
- Assists the public with the purchase and location of lots. Assists funeral directors and monument companies.
- Maintains accurate genealogical records and data. Performs genealogical research as requested by the public. Assists in the preparation of databases and mapping information associated with the Division responsibilities. Prepares records in accordance with State and local regulations.
- Attends Massachusetts Cemetery Association meetings to maintain current knowledge of new amendments to Massachusetts General Laws relating to department operations.
- Reviews and provides preliminary approval of Division capital and operational expenditures and assists in the preparation of annual operating budgets for Superintendent's review.
- Assists Highway Department with snow removal operations. Areas of focus include Cemetery roads, park, and open space parking lots.
- Any other duties deemed necessary by the Highway Superintendent as it relates to the Groveland Highway Department.

SUPERVISION RECEIVED

Under the administrative direction of the Highway Superintendent, the employee works from policies, goals, and objectives; establishes short-range plans and objectives, departmental performance standards and assumes direct accountability for department results; consults with the supervisor only where clarification, interpretation, or exception to policy may be required or as requested by the supervisor. The employee exercises control in the development of

departmental policies, goals, objectives and budgets and is expected to resolve all conflicts, which arise and coordinate with others as necessary.

SUPERVISION EXERCISED

The manager is accountable for the direction and success of programs accomplished through others, including all seasonal workers. Responsible for analyzing program objectives, determining the various departmental work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective; and recommending new goals. The employee typically formulates or recommends program goals and develops plans for achieving short and long-range objectives; determines organizational structure operating guidelines and work operations.

JUDGEMENT AND COMPLEXITY

Guidelines only provide limited guidance for performing the work which may be in the form of administrative or organizational policies, general principals, regulations, legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the authority in interpreting the guidelines, in determining how they should be applied.

NATURE AND PURPOSE OF CONTACTS

Relationships are with co-workers, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance. The employee may represent to the public a functional area of the organization on matters of procedures or policy where perceptiveness is required to analyze circumstances to act appropriately.

CONFIDENTIALITY

Employee has regular access at the departmental level to a wide variety of confidential information, including personnel records, medical records, lawsuits and client records.

EDUCATION AND EXPERIENCE

High School Diploma and 3 to 5 years of related experience with at least two years in a supervisory role; or any equivalent combination of education, training, certification, and experience.

CDL Class B License and MA Hoisting Engineer 2A helpful, but not required.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Knowledge of procedures, equipment, materials and tools related to cemetery and grounds maintenance. Knowledge of insect and pest control and turf management. Knowledge of tree and turf insect and disease identification.

Abilities: Ability to supervise seasonal personnel and prepare budgets. Ability to effectively communicate both verbally and in writing. Ability to cooperate effectively with other municipal departments. Ability to read and fully understand construction and as-built plans. Ability to maintain accurate cemetery records.

Skills: Proficiency with Microsoft Office Suite. Tact and empathy when dealing with grieving families involved in burial matters.

WORK ENVIRONMENT

The work is performed in an office environment or in the field. When in the field, the nature of duties may involve continuous presence of unpleasant or irritating elements, such as considerable noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease. Work may be continually performed outdoors, regardless of weather conditions. May be required to be on call for 24 hours or being under prolonged pressure during emergency situations.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work requires moderate intermittent physical strength and effort daily, such as, lifting heavy objects, carrying the object(s) and stacking them or placing them in a vehicle or storage area. In addition, pulling, pushing, standing or walking for the full work day may also be involved.

Motor Skills

Duties involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.