



Cemetery Foreman

Job Description:

Title: Cemetery Foreman

Department: Public Works

Supervisor: Public Works Director

Type of Position: Full-time

Hours: 40 hours/week, M-F, 7 am to 4 pm, Non-exempt

Overtime required: Yes, which may include weekends and holidays

Purpose of Position:

The Cemetery Foreman is responsible for maintaining Grovelawn Cemetery, an active, 24-acre cemetery owned and operated by the Town of Pendleton.

General Duties and Responsibilities:

The general duties and responsibilities of the Cemetery Foreman include but are not limited to the following activities:

- The daily operations of cemetery activities including scheduling work orders, preventative maintenance, and cemetery repairs, as well as department planning.
- Overseeing maintenance and repair of cemetery grounds, headstones, and cemetery roadways, including mowing, weed whipping, and removing snow; repairing and replacing signs; installing flags and banners; trimming trees; and removal of debris from cemetery, including leaves, limbs, trash, and old/faded cemetery flowers/decorations.
- Locating, marking, and digging graves for funerals; Preparation of graves precisely for vault placement; Preparation and establishment of seed/sod on new graves.
- Maintaining and updating Town cemetery maps, and assisting customers and visitors in locating gravesites or available gravesites.
- Assisting with paperwork for funerals and sales.
- Ensuring cemetery operations comply with related State laws, Town ordinances, and Federal standards and regulations.
- Short- and long-term planning and implementation of all cemetery related projects.
- Reviewing all project plans related to Grovelawn Cemetery.
- Operating large trucks and heavy equipment.
- Performing general maintenance of Public Works buildings.
- Having thorough knowledge of and ability to make practical application of department and OSHA safety policies and procedures, and ability to ensure proper operation and maintenance of department vehicles, equipment, and tools.
- Assisting in the preparation and administration of the department budget, preparation and submission of requisition for supplies, materials and parts; assisting in monitoring expenditures.
- Assisting in preparing cost estimates for all cemetery projects.
- Assisting in preparing and maintaining inventory, records, and reports.
- Participation in local and state initiatives, task forces, events, and related professional committees.
- Participation in public outreach efforts including tours for school groups, civic groups, government agencies, scout groups, and others as requested.
- Providing content as needed for the Town's website and social media.

- Coordinating and effectively communicating orally and in writing with co-workers, the Town Manager, other Town Departments, contractors, vendors, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.
- Attending all trainings and meetings as required.
- Responding to inquiries and complaints regarding Grovelawn Cemetery and related areas, and initiating action to resolve valid complaints/requests.
- Maintaining strict confidentiality regarding Town issues.

This position requires occasional moderate to heavy lifting with occasional standing, bending, and carrying. Subject to dust, grease, extreme temperatures, severe weather conditions, noise, fumes, vibrations, or moving parts. At times, this position requires the employee to work under inclement weather conditions.

Employee may also have to fill other duties as assigned by the Public Works Director. This position will be subject to all the rules, policies, and operating procedures established by the Town, as they may be amended from time to time.

Job Requirements:

- Applicants must have and maintain a verifiable Indiana Class B Commercial Driver's License, a demonstrated safe driving record, and must remain insurable through the Town's liability insurance carrier.
- Applicants must be able to lift 50-75 pounds with the use of Personal Safety Equipment.
- Applicants must have a safe work record with good ethics and a dependable attendance record.
- Preferred applicants will have 3 years or more of increasingly responsible experience in cemetery management and maintenance.
- Preferred applicants will have 3 years or more of experience working with the public.
- Preferred applicants will have computer experience in Microsoft Word, Outlook, and Excel.

To Apply:

Interested applicants are invited to submit a letter of interest, application and resume to the Town Manager by 4 pm on Monday, July 29th, 2019. Applications are available at the Pendleton Town Hall, 100 West State Street, Pendleton IN, 46064, and online at www.pendleton.in.us . Mailing address is Town of Pendleton, P.O. Box 230, Pendleton, IN 46064 or email address is tmclintick@town.pendleton.in.us .