



# City of Calhoun, GA

## JOB DESCRIPTION

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### Cemetery Caretaker

**Department:** Public Works

**Pay Grade:** 108

**FLSA Status:** Non-Exempt

#### JOB SUMMARY

The Cemetery Caretaker has the responsibility to supervise maintenance of grounds of Fain and Chandler Cemeteries; sell cemetery lots and maintain records of ownership and burials on lots. Locate grave spaces for outside contractors for grave digging and setting monuments. The position plays a crucial part in providing comfort and support to grieving families while also maintaining the cemetery's operational efficiency.

#### ESSENTIAL JOB FUNCTIONS

- Supervise the mowing, trimming, landscaping, and general maintenance of Fain and Chandler Cemeteries.
- Maintain accurate records of cemetery lot ownership, interments, inurnments, transfers, and related cemetery transactions.
- Locate and accurately mark grave spaces for burials, monument installations, and other cemetery improvements.
- Provide timely, courteous, and professional customer service by responding to inquiries from lot owners, funeral homes, monument companies, and the public, including occasional evenings, weekends, and holidays as needed to support cemetery operations.
- Assist families and other eligible purchasers with the selection and purchase of cemetery lots and burial spaces.
- Process cemetery lot transfers, exchanges, repurchases, and other ownership transactions in accordance with City policy.
- Prepare or assist in the preparation of burial right deeds and related documentation.
- Coordinate and oversee new cemetery landscape projects.

- Receive cash and check payments from customers and forward them to the administration for processing and record-keeping.
- Coordinate work schedules, duties, and safety procedures for cemetery department employees.
- Provide direction, coaching, performance feedback, and recommendations regarding employee discipline when appropriate.
- Ensure that all cemetery equipment and vehicles are properly maintained and safe for use.
- Answer telephone calls, respond to correspondence, and assist customers with cemetery-related questions and requests.
- Coordinate funeral and burial schedules with funeral homes, monument companies, clergy, and contractors.
- Enforce cemetery rules and regulations regarding monuments, decorations, and lot use.
- Maintain inventory of available cemetery lots and update cemetery maps.
- Coordinate and assist with interments in cemetery columbariums, including preparing niches, coordinating with funeral directors, and maintaining related records.

### **QUALIFICATIONS**

#### **Education and Experience:**

High school diploma or equivalent and experience in grounds maintenance, landscaping, cemetery operations, parks maintenance, or a related field; or an equivalent combination of education and experience.

#### **Licenses or Certifications:**

Possession of a valid Georgia driver's license.

#### **Special Requirements:**

- Availability to work outside normal business hours, including evenings, weekends, and holidays, as required.
- Ability to establish and maintain effective working relationships with coworkers, contractors, funeral homes, and the public.

#### **Knowledge, Skills and Abilities:**

- Ability to supervise, train, and coordinate the work of assigned employees.
- Ability to safely traverse cemetery grounds, including uneven terrain, slopes, and areas around monuments, graves, and other cemetery features.
- Ability to establish and maintain effective working relationships with coworkers, funeral homes, monument companies, contractors, and the public.
- Ability to communicate effectively and provide courteous, compassionate customer service to grieving families.

### **PHYSICAL DEMANDS**

This position classifies the physical exertion requirements as very heavy work involving lifting objects weighing more than 100 pounds at a time with frequent lifting or carrying of objects

weighing 50 pounds or more. If someone can do very heavy work, we determine that he or she can also do heavy, medium, light, and sedentary work.

### **WORK ENVIRONMENT**

Work is performed both indoors in an office environment and outdoors in cemetery grounds throughout the year. The employee may be exposed to varying weather conditions, uneven terrain, landscaping equipment, machinery, and other conditions associated with cemetery maintenance and operations.

***The City of Calhoun has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

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Employee Signature

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Date

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Supervisor (or HR) Signature

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Date

**E.O.E.** *The City of Calhoun does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*