

**CITY OF SUGAR HILL,
GEORGIA JOB DESCRIPTION**

POSITION TITLE: Cemetery Technician

DEPARTMENT: Facilities

REPORTS TO: Facilities Director

EMPLOYMENT STATUS: Part Time: Hours may vary and include weekdays, weekends and nights.

POSITION SUMMARY:

The Cemetery Technician is to support and coordinate the operations and functions of the Sugar Hill cemetery(ies) at the direction of the Facilities Director. Primary duties include effectively working with the public, responding to various cemetery concerns, inventorying, record keeping, researching, inspection of grounds, coordination of lot sales, assist in various projects and other duties as assigned. Must maintain a professional and courteous demeanor when exposed to stressful situations.

POSITION DUTIES:

- Establish and maintain an inventory of burials.
- Provide research and documentation on various issues.
- Record keeping and data entry.
- Coordination and/or involvement in events and activities.
- Assist in cemetery improvement projects.
- Monitor various contracts in the maintenance of the cemetery.
- Prepare marketing materials, brochures, maps, etc.....
- Prepare reports and make recommendations.
- Provide basic maintenance and cleaning.
Documentation of damages and coordination of repair.
- Performs other related duties as assigned

DESIRABLE QUALIFICATIONS:

Education and Experience

- Graduation from High School or possession of a GED
- Holds and maintains a valid driver's license

Knowledge, Skills, and Abilities

- Computer experience with Microsoft Office (specifically Word and Excel).
- Read and interpret deeds, plats, plans and drawings.
- Interact with vendors, funeral homes, contractors, State agencies, and others.
- General familiarity with applicable codes.
- Ability to organize files, maintain records and multi-task.

Ability to:

- Communicate clearly and effectively in English (verbally & written).
- Demonstrate sensitivity, tact, patience and excellent customer service while interacting with others.
- Work independently and take action on work-related issues.
- Take direction and follow established policies and procedures.
- Establish and maintain courteous and effective working relationships with all.

- Shows initiative on the job.
- Accept criticism and direction.
- Follows environmental and safety practices, procedures and standards.
- Work effectively as part of a group or team to achieve common goals
- Interpret and follows oral and written instructions.
- Read and interpret plans, surveys, deeds, plats and other legal documents.
- Effectively handle multiple priorities, organize workload and meet deadlines.
- May require the occasional direction of volunteers, assistants, seasonal employees, interns or temporary employees.

Physical abilities:

- Work outdoors and sometimes in unpleasant environments or weather conditions
- Lift and carry 25 lbs. of static weight
- Walk or stand for extended periods of time
- Bend, stoop, reach, carry, crawl, climb and lift as necessary to perform assigned duties

This job description for the Cemetery Technician position has been reviewed and approved by:

City Manager

City Clerk/Human Resources Dir.

Facilities Director

Assistant City Manager

I, _____, have read this job description and understand the duties assigned and the expectations of my performance.

Employee Signature

Date