

CEMETERY SUPERVISOR-Three Mile Bay DUTIES DESCRIPTION

The Cemetery Supervisor is responsible for general oversight of all operational aspects of the cemetery, often on an on-call basis, including but not limited to:

1. Ensure routine cemetery maintenance, including mowing and trimming
2. Check, at least once per week, for vandalism, storm damage, etc.
3. Perform periodic inventory of headstones/monuments for heaving/broken/fallen stones
4. Work with monument company to prioritize repairs or replacement of foundation(s)
5. Receive and respond in a timely manner to all notifications of deaths
6. Upon notice of death, confirm lot location with map, assess site condition for tree roots or other encroachment, mark area to be dug, arrange with Highway Department for opening/ re-covering of grave. (If lot is found to be unsatisfactory, work with family to determine alternate replacement site.)
7. Attend burial; receive payment; receive burial permit; copy and convey one copy to Town Clerk
8. Remain at cemetery following burial until Highway personnel return to cover the grave
9. When necessary, be available to unlock vault
10. Show and sell lots; record sales in Lot Book
11. Maintain all records, including card file, lot book, burial permit register and lot ownership book
12. Submit oral or written monthly reports to the Town Board
13. Interact appropriately with the public, including decedents' families, funeral personnel, etc.
14. Work cooperatively with Town Board cemetery liaison
15. Perform all other duties as assigned