

## POSITION DESCRIPTION

**CLASS TITLE:** Administrative Manager  
**DEPARTMENT:** Public Works - Cemetery  
**SALARY RANGE:** Per Salary Schedule  
**UNION:** Unrepresented  
**DATE:** 12/2014

This position is a full-time, Fair Labor Standards Act exempt position. The regular work schedule for the Administrative Manager is Monday through Friday (possible alternative work schedule may be agreed upon) however, the incumbent may be required to work evenings, weekends, and holidays to accommodate client's funeral needs, services or other facility emergencies.

### **GENERAL PURPOSE**

It is the responsibility of these positions to develop and implement cemetery management policies and procedures; hire, direct, and provide training and resources for the cemetery services staff including maintenance and grounds

### **SUPERVISION RECEIVED**

This position is expected to operate with a great deal of independence under the direction of the Public Works Director.

### **SUPERVISION RESPONSIBILITIES**

This position is responsible for coordinating, directing, and evaluating Cemetery Staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The job duties and responsibilities in this job description in no way imply that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by a supervisor. While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the employee will possess the abilities or aptitudes to perform each duty with advanced proficiency.*

Examples of typical duties include, but are not limited to:

- Directs the utilization and scope of cemetery services, supplies and equipment;
- Coordinates with funeral homes, veterans' organizations and crematoriums in order to assure proper representation at interments and renders all possible services to the next-of-kin;

- Sells cemetery property, merchandise and preneed-trust services as well as maintaining records regarding ownership and internments.
- Incumbents direct the development of preventive maintenance schedules, upgrades and remodels, and new construction; reviews, evaluates and makes recommendations on all maintenance activities; directs subordinates in the maintenance of grave sites, roads and grounds, including aligning headstones, leveling sunken graves, planting and maintaining turf and shrubbery, making irrigation system and minor road repairs, maintaining and making minor repairs to buildings and equipment.
- Establishes and maintains effective working relationships with vendors, citizens and other City departments.
- Manages Cemetery operations and maintenance account and develops and monitors the departmental budget for personnel, operating and capital outlay expenditures including long-range planning, staffing and equipment needs.
- Incumbents may prepare grant proposals or contracts; approve contract requirements; and monitor contract and grant activities.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education & Experience**

Five (5) years full-time paid work experience in cemetery maintenance/operations or a closely related field with a minimum of three (3) years in a supervisory capacity. Any combination of experience, education or training which would provide the level of knowledge and ability required. Experience with short and long term planning for cemetery development is highly desired.

### **Necessary Special Qualifications:**

- Possession of valid standard first aid/CPR card.
- Washington State Drivers License

## **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

### **Knowledge of:**

- Modern cemetery grounds maintenance techniques and procedures;
- Occupational hazards and safety precautions applicable to this type of work;
- Basic methods of horticulture, landscaping, building maintenance and equipment operation;
- Work hazards and applicable safety precautions applicable to the work;
- Safe operation of all Department vehicles and equipment;
- Day-to-day operational procedures and guidelines of the Cemetery involving work assignments, project/work order logging, safety standards, work procedures as well as Department/City policies and procedures.

**Ability to:**

- Perform tasks requiring physical strength and agility;
- Maintain accurate inventory records and other permanent Department records;
- Provide excellent customer service by using a friendly, professional, customer orientated approach to a wide variety of customers, including: general public, vendors and other staff. This would include in-person, written and oral communications;
- Contribute to achieving the City's Mission;

**SELECTION GUIDELINES:**

Formal application, rating of education and experience, oral interview and reference check; job related tests may be required.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

### Physical Demands

*The physical demands/work environment described is representative of those that must be met by an employee to successfully perform the essential functions of the job. Requirements may be subject to modifications to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who post a direct threat to significant risk to the health and safety of themselves or other employees.*

**Description of Work Environment:**

Typically work is performed out of door in adverse weather conditions Where appropriate, personal protective equipment will be issued to the employee for use, with the employee being trained in its application and use. Exposure to hazards is an integral part of the job.

Amount of Time Spent:	Seldom (1-10%)	Occasional (10-30%)	Frequent (30-70%)	Constant (Over 70%)	Non-Applicable
Sitting			X		
Standing			X		
Walking			X		
Running	X				
Driving		X			
Talking/Hearing				X	
Lifting (<10 lbs)		X			
Lifting (<25 lbs)		X			
Lifting (25>50 lbs)		X			
Lifting (50>100 lbs)	X				
Carrying (<10 lbs)		X			
Carrying (<25 lbs)		X			
Carrying (25>50 lbs)		X			
Carrying (50>100 lbs)	X				
Pushing/Pulling		X			
Climbing Stairs		X			
Climbing Ladders	X				
Bending at Waist		X			
Twisting at Waist		X			
Kneeling/Squatting		X			
Crawling	X				
Reaching above Shoulder		X			
Repetitive Arm/Hand Movement			X		
Tasting/Smelling					X
Using Finger, Handle or Feel		X			

If Carrying Weight, How Far: up to 60 feet. Is Weight Worn around the Waist?  Yes  No

Vision Requirements:  Yes  No Special Vision Requirements  Not Applicable  
 Yes, the Following Apply (please check):  Close  Distance  Color  Peripheral  Depth Perception  
 Night Vision  Adjust Focus  Small Print  Other: \_\_\_\_\_

Other Special Physical Requirements: Employees occupying positions of this classification will be involved in a variety of tasks, which may be subject to the employee heavy lifting and strenuous physical activity.