

**CITY OF CONCORD  
CLASS SPECIFICATION**

**CLASS TITLE: CEMETEREY CREW LEADER**  
**DEPARTMENT: PARKS AND RECREATION**  
**REPORTS TO: CEMETERY ADMINISTRATOR**

**DATE: 9/23**

**JOB SUMMARY:**

Performs responsible daily supervisory duties, directing and coordination of work involving the operation, maintenance and burials of the cemeteries. Assists as necessary with the maintenance of these areas.

**ESSENTIAL JOB FUNCTIONS:**

Coordinates maintenance operations at cemeteries; plans, allocates, and monitors time, personnel, and equipment to ensure efficient organization and completion of work; monitors productivity and work flow; resolves problems to ensure that deadlines are met.

Carries out supervisory responsibilities in accordance with city policies, procedures, and applicable laws, including participating in hiring, training in job skills, assisting with appraising performance, reporting problems to supervisor, and planning, assigning, and directing work.

Coordinates site preparation and installation of monuments and head stones.

Make recommendations regarding process control.

Prepares schedules for shift assignments, weekly duties, monthly work schedules, and preventative maintenance duties.

Evaluates and recommends improvements to processes, equipment, and procedures.

Performs skilled maintenance work; inspects, repairs, and maintains equipment, machinery.

Assists with purchasing and inventory control for parts, equipment, and supplies.

Coordinates maintenance and repair of buildings in the cemetery division.

Responsible for overseeing, maintaining, and recording accurate data pertaining to the cemetery division maintenance operations.

Overtime is required.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Motor Vehicle	Computers and devices	Mowers
Hand tools	Power Tools	Pipe Cutters
Grounds Maintenance Equipment	Telephone Systems	Computer

**MINIMUM QUALIFICATIONSREQUIRED:**

**Education and Experience:**

High School diploma or GED; and, five years of progressively responsible experience in grounds maintenance; and, two years or more of experience in supervisory capacity; or, any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

**Licenses and Certifications:**

Valid New Hampshire Driver's License – may be required to have CDL Class B license.  
May be required to obtain Supervisory Pesticide License for Turf.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Methods, materials, and equipment used in building/grounds maintenance work.

Cemetery grounds maintenance and burials

Principles of supervision, training, and performance evaluation.

Grounds maintenance, lawn and plant care

**Skill in:**

Give directions and gain compliance from subordinates

Communicate effectively, both orally and in writing

Time management, data entry, budgeting, and filing historical records.

**Mental and Physical Abilities to:**

Read and interpret documents such as safety rules, and operation and maintenance instruction and procedure manuals.

Determine appropriate staffing, equipment, materials, and time requirement for routine and minor building and grounds maintenance projects.

While performing essential functions of this job, employee is regularly expected to stand, walk, sit, use hands to handle, reach with hands and arms, stoop or crouch, talk or hear, and lift and/or move up to 100 pounds.

Prepare and maintain records and reports.

Establish and maintain an effective working relationship with supervisors and other city officials and the general public.

Give instructions and obtain compliance from subordinates.

Read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals.

Work with and supervise volunteers.

Write routine reports and correspondence.

Add, subtract, multiply, and divide whole numbers, common fractions, and decimals.

Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Perform duties while typically sitting at a desk or table or while standing, walking, bending, crouching, or stooping.

Occasionally lift light and heavy objects.

Climb ladders.

Use tools or equipment requiring a high degree of dexterity.

Specific vision abilities required for this job include close vision, distance vision, ability to discriminate between colors, peripheral vision, and ability to adjust focus.

**Working Conditions:**

The employee is exposed to noise, dust, dirt, grease, machinery with moving part and irritating chemicals.

Work is performed outdoors, occasionally in cold or inclement weather.

Work requires the use of protective devices such as masks, goggles, and gloves.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.