

## TOWN OF ALBION

**JOB TITLE:** Cemetery Superintendent of Works

### **DESCRIPTION OF WORK:**

This person will report to the Town Board and be responsible for the day-to-day operation and maintenance of the cemetery and will work with the Town Highway Department. This is a part-time position, but will require flexible hours and weekend work as needed. The position also requires maintaining accurate records to comply with State and local regulations.

### **DUTIES AND RESPONSIBILITIES:**

- Maintain the cemetery in a neat and orderly condition:
  - Rake leaves, mow, and trim the grass and collect litter from grounds
  - Fill in low spots in roads and lots
  - Fill, seed and dress graves
  - Remove dead flowers, fill around and level head stones
  - Maintain water system
  - Maintain crypt, outbuildings, mowers, trimmers, and various hand tools
- Act as administrator of the cemetery:
  - Sell lots and prepare letter in lieu of deed
  - Convey Cemetery Rules and Regulations
  - Develop and maintain a mapping system for the cemetery, utilizing software for this purpose to accurately identify used and unused plots
  - Create and maintain accurate computer and paper records of lots purchased, burial sites, and unused plots
  - Report on a regular basis to the Albion Town Board on cemetery operations
  - Ensure that Death Certificates and Burial Permits are filed with the Town Clerk
- Burial preparation and closing:
  - Locate and stake graves for opening
  - Oversee interment and stake or flag graves
  - Install foundations for headstones
  - Be present at burials
- General duties:
  - Assist family members with finding burial sites.
  - Oversee other cemetery employees as needed.

For more information, please contact Town Supervisor Carl Anson, Jr. at 315-298-5545.