

## Cemetery Supervisor

### I. KIND AND LEVEL OF WORK

Under administrative direction, the Cemetery Supervisor classification administers all field operations at a State Veterans cemetery. An incumbent in this class supervises and directs the day-to-day work of Cemetery Specialists performing complex cemetery field operations including interment, groundskeeping, physical plant and equipment maintenance activities requiring a high level of accuracy and compliance with the National Cemetery Administration (NCA) standards and measures.

An incumbent in the Cemetery Supervisor classification is a member of the cemetery operations management team and serves as a liaison between the Cemetery Specialists and cemetery administrative staff to ensure efficient and effective cemetery operations. This classification supports Veterans and their families by providing services and assistance during and after the burial process and as the Cemetery Administrator in their absence.

### II. DISTINGUISHING CHARACTERISTICS

The Cemetery Supervisor holds formal supervisory authority over Cemetery Specialist staff, including assigning and evaluating work, writing position descriptions, training employees, and making hiring decisions and taking disciplinary action. In contrast, the Cemetery Specialist 3 serves in a lead capacity, providing day-to-day guidance to lower-level Cemetery Specialists with limited delegated responsibilities to direct interment operations and contribute to performance improvement efforts.

The Cemetery Supervisor oversees a small budget focused on cemetery maintenance and development, with a primary emphasis on achieving assigned goals and directing daily operations. In contrast, the Cemetery Administrator manages a larger budget that includes annual appropriations and revenue; advises senior leadership on policy development, budgeting, forecasting and data management; and focuses on developing and implementing annual work plans and objectives. The Administrator also leads statewide Veterans memorial initiatives, outreach, and marketing with less involvement in daily cemetery operations.

### III. EXAMPLES OF WORK/DUTIES

*(A position may not include all the work examples given, nor does the list include all that may be assigned.)*

- Supervise Cemetery Specialists to effectively perform assigned job duties by directing, assigning and controlling the flow of work, writing and revising position descriptions, training, conducting performance evaluations and making hiring decisions and taking disciplinary actions.

- Oversee interment operations to ensure proper and accurate interment of human remains according to defined cemetery standards, measures, policies and applicable laws and regulations.
- Provide administrative and limited technical supervision for all grounds maintenance and physical plant operations, including maintenance and repair of grounds, buildings and roadway systems to ensure the overall cemetery appearance honors Veterans, is aesthetically pleasing and consistent throughout all state cemeteries to fulfill the national shrine commitment.
- Provide administrative and limited technical supervision for all preventative maintenance and repair work on industrial, automotive, engineering and groundskeeping equipment to ensure availability, minimize down-time and promote safe cemetery operations.
- Maintain and update the components of the Capital Improvement Program for assigned location and recommend the purchase and replacement of capital items.
- Develop and adopt innovative new technologies to increase the efficiency of cemetery operations.
- Serve as the cemetery Safety Officer responsible for managing and implementing the safety plan, inspecting facilities, training staff, leading monthly safety meetings, enforcing regulations and completing reports to provide a safe work environment and mitigate risks.

#### **IV. KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of:

- Current state and federal law, regulations and procedures related to the Veterans cemetery operations sufficient to supervise cemetery operations and field staff.
- Project planning principles sufficient to develop and implement projects and advocate for needed resources.

Skill in:

- Human relations sufficient to build a network of colleagues, interact with agency officials at all levels and at times manage complex relationships and competing priorities.
- Communication to address problems of a unique or controversial nature and coach Cemetery Specialists to respectfully interact with the public in a dignified manner during emotionally sensitive interment operations and in times of mourning.
- Effectively organizing and managing time to ensure coordination and accountability across all program activities.

Ability to:

- Write reports, bulletins, procedures, rules and correspondence sufficient to describe, promote and justify current and future program initiatives and outcomes.

- Adapt to continuous changing situations and circumstances, ranging from varying levels of interments to equipment malfunctions to inclement weather which affect cemetery operations, balancing workload among subordinates to accomplish the mission.
- Develop training materials involving multiple technical aspects that enable Cemetery Specialists to effectively administer operations.

## LICENSURE/CERTIFICATION/STATUTORY REFERENCES

The Cemetery Supervisor classification is required to possess a valid commercial pesticide applicators license for categories A (core), E (turf/ornamentals) and P (vertebrate pest control).

## SPECIAL WORK CONDITIONS

This position requires walking for extended periods, lifting materials up to 50 lbs. without assistance, handling materials weighing up to 120 lbs. with assistance, and assisting in lifting materials weighing up to 240 lbs. The incumbent will operate equipment requiring repetitive hand, arm, feet and leg movement and may work in awkward or strained positions with frequent reaching, stooping, standing, bending and turning. While operating equipment, the operator will encounter vibration, jerking and jolting and be exposed to noise levels exceeding 85dba for up to eight (8) hours per day requiring hearing protection to mitigate adverse hearing effects. This position will work outdoors in all seasons and function in a variety of adverse weather conditions including heat, humidity, rain, snow/sleet and/or freezing temperatures. The incumbent may be exposed to dirt, dust, fumes, chemicals, herbicides, insecticides, pesticides, weed killers and fertilizers.

## REFERENCES

Former title(s): Classification Title, MM/YYYY

## REVISION HISTORY

Established 10/2025