



# CITY OF BROOKSVILLE

## JOB DESCRIPTION

**POSITION TITLE: Cemetery Services Specialist**  
**DEPARTMENT: Parks and Recreation**  
**DIVISION: Cemetery**  
**SUPERVISED BY: Cemetery Supervisor**

**JOB SUMMARY/OVERVIEW OF THE POSITION:** The Cemetery Services Specialist provides administrative and operational support for the City Cemetery. This position assists with scheduling and coordinating burial spaces, maintaining cemetery records, and supporting families, funeral homes, and other stakeholders. In addition, the role involves assisting with grounds maintenance and upkeep of cemetery facilities. The position requires excellent customer service, attention to detail, and the ability to enforce cemetery policies and procedures with sensitivity and professionalism. Work is reviewed through personal inspection and observation of compliance with established work guidelines and schedules by the Supervisor. May be scheduled nights, weekends and Holidays, and subject to call out. Position is supervised by the Cemetery Supervisor. Qualifications and a summary of duties and responsibilities are set forth below. This position is designated as essential personnel and will be required to work during emergency operations, including severe weather events and natural disasters. Employees must participate in emergency preparedness and response activities, and complete required NIMS (National Incident Management System) training as directed.

### **ESSENTIAL JOB FUNCTIONS:**

Assist with the maintenance of the burial grounds and performs general grounds keeping.

- Provide administrative support, including scheduling burials, preparing permits, and maintaining cemetery records.
- Serve as a point of contact for the public, funeral homes, and families regarding burial services.
- Assist in coordinating burial logistics, including marking and staking spaces.
- Support cemetery operations, including recordkeeping, data entry, and financial tracking.
- Assist with cemetery groundskeeping and upkeep, including landscaping, irrigation, and general facility maintenance.
- Collect trash, clean restrooms, and ensure cemetery facilities are presentable.
- Perform minor carpentry, repair work, and assist with the maintenance of equipment and infrastructure.
- Deliver courteous and professional customer service, maintaining a respectful and compassionate approach in sensitive situations.
- Perform other duties not specifically enumerated within the job functions listed above as may be required at the discretion of the City.

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

- Knowledge of office practices, administrative procedures, and recordkeeping.
- Ability to use computers and software for scheduling, record management, and communication.

- Strong organizational skills and ability to coordinate multiple tasks.
- Excellent customer service skills, with the ability to work compassionately with grieving families.
- Knowledge of equipment operation, maintenance practices, and occupational safety.
- Ability to work independently, exercise sound judgment, and maintain confidentiality.
- Ability to work outdoors in adverse weather when assisting with field operations.
- Ability to communicate clearly and effectively, both orally and in writing.
- Willingness and ability to comply with the City’s regulations and procedures.

**PHYSICAL SKILLS:** Use of both arms, legs, and hands with majority of fingers, good vision (corrected), good hearing (corrected), ability to lift and load 45lbs., walking, standing, crawling, squatting, kneeling, bending, pushing, balancing, climbing and stooping. Environmental Conditions: Constant work outside, alone or closely with others in or with moving objects, during adverse weather conditions, high noise, and vibrations .

**EDUCATION, TRAINING AND EXPERIENCE:**

- **Education:** High School Diploma or GED equivalent.
- **Experience:** At least two (2) years of administrative and cemetery/park maintenance
- experience. Combination of clerical/administrative and outdoor work experience preferred.

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:** Valid Florida Driver’s License – Class E.

***ADA STATEMENT:** A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.*

***DRUG-FREE WORKPLACE:** City of Brooksville is a drug-free workplace in accordance with Federal and Florida law.*

***VETERANS' PREFERENCE:** Under Section 295.07, F.S., Chapter SSA-7, City of Brooksville provides to Veterans, that preference in appointment will be given to preference-eligible applicants.*

<b>HR INFORMATION</b>	<b>REVISION DATE: 10/2025</b>
<b>FLSA STATUS: Non-Exempt</b>	
<b>PAY GRADE: See current pay scale</b>	