



# CITY OF BROOKSVILLE

## JOB DESCRIPTION

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

**JOB SUMMARY/OVERVIEW OF THE POSITION:** Position functions as lead worker responsible for the administration and operational functions of the Brooksville Cemetery and Olive Street Cemetery and related cemetery properties. Duties involve planning, organizing, coordinating, and scheduling operations and maintenance functions. Prepares, establishes and implements cemetery business plan, goals and objectives, and annual budget. Establishes, implements and enforces rules, policies, and guidelines in accordance with State regulations and City code. May be scheduled nights, weekends and holidays, and subject to call out. Position is supervised by the Director of Parks and Recreation or through his/her designee. Qualifications and a summary of duties and responsibilities are set forth below. May be scheduled nights, weekends and Holidays, and subject to call out. 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.
- Project manager for future growth of Cemetery. This includes, but is not limited to, developing Task Orders and requests for proposals or quotes in coordination with City staff, the City's Procurement Administrator and the City's Public Works/Facilities Director. Responsible for analyzing submittals and, in conjunction with City staff, the Procurement Manager and the Public Works/Facilities Director, offers recommendation to City Manager and coordinates execution of Task Orders/Contracts/Agreements/Quotes or presenting to City Council if required. In conjunction with City staff and the Public Works/Facilities Director, issues Notices to Proceed and is responsible for Task Orders/project being completed satisfactorily.
- Prepare work schedule, supervise, train, and evaluate subordinates (Cemetery Attendant, Cemetery Services Specialist, and may include Administrative Assistant).
- Supervise and assist in the construction of new roads and marking out new blocks and lots in the cemetery.
- Maintains an ongoing program for the continued education and training of all Cemetery employees.
- Participate in updating City Codes relating to policies and rules relating to City Cemeteries.
- Supervise and coordinate the work of volunteers on the cemetery grounds or designate this to Administrative Assistant should one be assigned to Cemetery in future.

- Advise funeral directors, vendors working in the Cemetery, and the public on Cemetery Rules and Regulations and process requests for information and customer inquiries.
- Report problems or violations of policies or legal responsibilities to supervisor and recommend alterations or amendments in the rules, proceedings and provisions of City Code.
- Participate in Cemetery Advisory Committee meetings and may attend City Council meetings from time to time as directed by Director of Parks & Recreation.
- Implement and maintain operational standards and compliance with regulatory agency requirements. Ensure the safe use and maintenance of tools and equipment, and implement appropriate corrective action where necessary.
- Oversee Cemetery Services Specialist in grounds-keeping and facility maintenance functions for Cemetery. When needed (such as in growing season), assist with duties included but not limited to mowing, leaf and debris removal, cleaning, repairs, maintenance, minor construction, nursery maintenance, and planting of plants, bushes, or trees on City grounds or in containers.
- Ensure backlog of paper records, and those entered in former Cemetery software, are entered into current software and ensure related documents (deeds, graphs, Affidavits of Heirs, receipts, etc.) are scanned into software. This task could be designated to Administrative Assistant should one be assigned to Cemetery in future.
- Ensure Cemetery software remains up to date and analyze and determine when new upgrades are needed. This includes preparing bid quotes in conjunction with City's Procurement Administrator and bringing forth a recommendation to the City Manager and City Council if directed.
- Oversee Cemetery Services Specialist in maintaining records and provide back-up when needed to ensure no backlog of entries exists.
- Maintain and update, as necessary, Cemetery Rules, Regulations, and Cemetery Fees.
- Prepare annual budget and submit to Director of Parks & Recreation. Present budget to Council if directed.
- Respond to complaints from Citizens, Funeral Homes, or other vendors/contractors related to Cemetery.
- Oversee preparation of gravesites for burials and fill-ins after services.
- Responsible for burial sale processing.
- Perform opening or closing and maintaining of graves in accordance with state regulations.
- In case of emergency or crisis situation, respond and perform recovery duties as assigned by supervisor.
- Responsible for Cemetery public relations in coordination with City's Public Information Coordinator and/or City Manager. This includes updating or purchasing new Cemetery flyers or brochures.
- Required to work weekends, on-call and holiday work when necessary.
- 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 traffic laws relating to signage and transport of hazardous chemicals (including gasoline, lawn chemicals, etc.).
- Skill in operating power tools, tractors, mowers, high-pressure cleaning equipment, surveying instruments, gas trimmers, gas blowers, and manual or automatic vehicles.

- Ability to type 35 wpm with accuracy, create and update spreadsheets, and use database programs to maintain accurate records.
- Application of sound decision-making and effective managerial skills.
- Ability to work in all weather conditions.
- Ability to follow directions, perform assigned duties timely and effectively, while working carefully and complying with safety rules.
- Ability to work independently and confidentially without close supervision.
- Ability to project a good public image and maintain effective customer relations.
- Ability to interact courteously with the public, officials, supervisors, and co-workers.
- Willingness and ability to exercise sound judgment and perform at an acceptable level of efficiency and productivity.
- Ability to supervise and work with other personnel.
- Ability to maintain an acceptable attendance record.
- Ability to read, comprehend, implement, and complete written and/or oral directions in English.
- Ability and willingness to understand and comply with the City's policies, regulations, and procedures.
- Ability to support the department's and the City's mission, goals, and objectives.

**EDUCATION, TRAINING AND EXPERIENCE:**

Associate Degree in Related Field (Business, Mortuary Science, Management) preferred. High School Diploma or GED Equivalent required. Three (3) years of experience in cemetery, park maintenance, or operation of park grounds, building, and/or operating heavy equipment helpful. Supervisory experience and proven management and leadership experience required. Any combination of education, training, or experience that would qualify for the position as determined by the Parks Director.

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

Florida Driver's License (Class E). Commercial Driver's License Class "B", preferred.

**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 .

**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.*

**HR INFORMATION**

**REVISION DATE: 10/2025**

**FLSA STATUS: Non-Exempt**

**PAY GRADE: See current pay scale**