

Tax Identification No. 81-6001255

Employer: City of Dillon, Montana

Job Title: Cemetery Director

Yearly Wage: \$35,000 + Depending on Experience

Location: Dillon, Montana

**City of Dillon
Position Opening: Cemetery Director
Position Description**

General Purpose

This employee performs a variety of technical and maintenance work in the operation and maintenance of the city cemetery.

Supervision

This employee works under the general supervision of the Director of Operations.

Supervision Exercised

This employee will supervise part time or temporary staff as assigned.

Essential Duties and Responsibilities

- a) Supervises the maintenance of the City cemetery.
- b) Opens and closes graves.
- c) Participates in the recording of all burials.
- d) Checks lots and gives grave locations.
- e) Provides assistance in site selection.
- f) Assists in the planning, organization and directs the layout of the cemetery grounds.
- g) Insures the proper maintenance of all cemetery equipment, tools and vehicles and maintains a maintenance schedule on such equipment.
- h) Orders all supplies and materials needed for the cemetery operation.
- i) Oversees the safety of assigned temporary or part time maintenance workers assigned to the cemetery.
- j) Operates a variety of power, construction and maintenance equipment used in the cemetery.
- k) Any other duties as assigned.

Required Education and/or Experience

This employee is required to have the following minimum qualifications:

- a) Valid Montana Driver's License.
- b) Thorough knowledge of equipment needed for the position.
- c) Graduate of an accredited high school or GED equivalent.
- d) Skill in operating a pickup truck with dump bed, utility truck, backhoe, pumps, compressors, tractors, mowers, trimmers, common hand and power tools, mechanic tools, mobile radios, and cellular telephone.
- e) Preference will be given to applicants that have been honorably discharged from a military branch of the United States Government. A DD214 could be required for the preference.

Desired Education and/or Experience

CPR certification desired with additional AED training.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to work in outside weather conditions. The employee is required to work near moving mechanical parts and is exposed to wet conditions and vibration. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is required to stand and talk and hear. The employee is also required to walk, sit, climb or balance, stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.

Emergency and other duties

If, in the operation of the City, an emergency situation exists all employees and officers will be required to work at resolving the emergency. In addition there might be projects from time to time that will require all of the employee's cooperation and assistance to accomplish the project.

Conclusion

The duties listed above are intended only as illustrations of the various types of work they may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Formal application, rating of education and experience, oral interview and reference check, and job related tests might be required.

Open Date: January 4, 2023

Closing Date: Open Until Filled

Work Schedule: 40 hours/week

Benefits: Medical, retirement plan, paid vacation and sick leave

Application Process: Submit cover letter, resume, and City Application to City of Dillon Office.

The City of Dillon is an equal opportunity employer.