

Crook County Cemetery District

POSITION DESCRIPTION

Title: District Manager

Exempt/Non-Exempt: Exempt

Reports To: Board of Directors

Pay Grade/Range: \$72,600 per year

Pay Equity Group: N/A

Effective Date: August 27, 2024

General Position Summary:

The District Manager is responsible for directing and coordinating the effective management and efficient functioning of all aspects of the cemetery district. This position coordinates, directs, and performs maintenance of five cemeteries, delivery of all cemetery services, and ensures compliance with district policies, state laws, and applicable regulations. Within limits established by the state, the District Manager has complete authority over district staff, including management, discipline, and work assignments.

Essential Functions/Major Assignments:

The following are examples of the tasks the employee may be expected to perform. This list is not a detailed, all-encompassing description of all tasks, but rather a representative listing of the essential functions and responsibilities of the District Manager position.

- Coordinates, directs, and performs maintenance of five cemeteries, including related facilities and equipment, including but not limited to:
 - Cuts grass, maintains lawn, trims around trees, walkways, and memorial markers, lays sod, moves and removes flowers and memorials to and from graveside,
 - Clears debris and maintains drives and walkways in a safe condition, including snow removal depending on location and season,
 - Maintains and makes minor repairs to existing markers, gates, and fences,
 - Maintains, services, cleans, and properly stores district tools, and equipment,
 - Performs cleaning and general maintenance of district facilities, vehicles, and equipment.
- Coordinates, directs, and performs delivery of cemetery services, including but not limited to:
 - Completes transactions for sale of cemetery plots and related cemetery services,
 - Erects tents, canopies, ground cover, and arranges chairs for graveside services,
 - Prepares crypts for entombments,
 - Installs grave markers, bronze memorials, crypt faces, etc.
 - Assists with setup for openings and closings for interments and inurnments,
 - Operates excavator to dig graves without damage to surrounding vaults, markers, and monuments as needed, and
 - Assists in loading and unloading caskets, moving and installing vaults.
- Coordinates, directs, and performs operation and maintenance of irrigation systems, including but not limited to:
 - Starts, stops, and sets schedules for irrigation of cemetery grounds,

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- Operates and maintains various types of pumps and wells,
- Sets up and maintains metal and PVC irrigation pipelines and sprinklers, and
- Coordinates with irrigation districts and water providers.
- Observes safety rules and ensure compliance with the operating procedures of corporate, federal, state, and local regulations, including OSHA regulations and safety and environmental guidelines.
- Completes all supporting documentation and records required by law pertaining to burials.
- Ensures all burials are in accordance with district policies, state laws, and applicable regulations.
- Purchases all materials and supplies for cemetery operations and maintenance within guidelines provided by the Board of Directors and/or district bookkeeper.
- Conducts business of the district with members of the public, public agencies, and professional organizations such as cities, county, mortuaries, funeral homes, and irrigation water providers.
- Regularly communicates with the Board of Directors and district staff regarding the issues and daily operations of the cemeteries and related functions.
- Provides a monthly report and attends the monthly Board meetings as required.
- Maintains a neat and presentable appearance with an emphasis on safety and respect.
- Supports the District Board of Directors in posting meeting notices, provides board meeting reports, and maintains meeting records.
- Coordinates with contracted bookkeeper for management of financial accounts, processing of accounts receivable, payment of bills, and annual financial audit.
- Oversees and coordinates the development of programs and priorities for the district.

Secondary Functions:

- Performs other duties from time to time as may be directed by the Board of Directors.
- May represent the district by active participation and membership in state, national, and international organizations as authorized by the Board of Directors.
- May represent the district by participation and membership in local service organizations as required.
- All other duties as assigned.

Supervisory Responsibilities:

- Supervises all district staff, including two direct reports; reviews and approves time reports for all district staff; coordinates coverage for vacation and sick leave.
- Provides oversight and direction to contracted bookkeeper for payroll and accounting services.
- Coordinates and oversees work by district maintenance contractors such as equipment maintenance and facility maintenance contractors.

Interpersonal Contacts:

- Has regular communication with individuals inside and outside of the organization to exchange ideas and gather information.

Specific Job Knowledge, Skill, and Ability:

- Must have knowledge of and skill with various tools and equipment related to use in building and landscape maintenance equipment such as trimmers and mowers.

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- Must have knowledge, skill, and proven ability to perform effective supervision of employees and work closely with district employees.
- Demonstrated ability to compassionately and respectfully work with members of the public who are experiencing grief, loss, and financial stress.
- Must be able to follow verbal and written directions.
- Must have knowledge, skill, and ability to work with computers and Microsoft Office software.
- Must have skill and ability to provide exceptional customer service.
- Must be available and accessible during work hours.
- Must provide regular, reliable, and predictable performance of duties.
- Must be able to be bondable and insurable under the laws of the State of Oregon.
- Demonstrated ability to work with district staff; routinely deal with employees, officials, and media in a courteous and cooperative manner; and build and maintain effective interpersonal relationships.
- Knowledge of principles of policies, procedures, and standard operating guidelines.
- Ability to implement and prepare written and oral instructions, plans, memoranda, orders, and reports.

Education, Experience, and Certification/Licensure:

Minimum Requirements

- High school diploma or equivalent
- Minimum of two years' experience in landscape maintenance
OR
- An equivalent combination of education, training, and experience sufficient to successfully perform the essential duties of the job.

Desired

- Previous experience in cemetery operations, funeral industry, and/or customer service.
- Experience in landscape or facility maintenance and construction beyond minimum requirements.
- Supervisory experience and/or management training beyond minimum requirements.

Other Requirements

- Possession of or ability to obtain a valid Oregon driver license; safe driving record.

Working Conditions, Work Environment, Tools & Equipment:

- This position operates in a professional office environment as well as outdoors in all types of weather.
- Schedule is typically Monday through Friday during regular business hours with little to no deviation; occasional work on Saturday mornings subject to advanced notice and approval.
- Routinely operates a district vehicle to drive between cemeteries and facilities.
- Routinely operates district equipment including but not limited to push mowers, riding mowers, trimmers, edgers, and excavator.
- Routinely uses applicable personal protective equipment including but not limited to hearing protection, vision protection, respirator/mask, and safety shoes or boots.

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- Routinely uses standard office equipment, including computers, printers, and mobile devices.
- Is required to stand; walk on uneven ground; sit for extended periods; use hands and fingers to handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; talk and hear.
- Must occasionally lift or move products and supplies, up to 50 pounds.

Appointees will be subject to completion of a six-month probationary period.

The essential physical abilities described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skill required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

Acknowledgements

Approved by the Crook County Cemetery District Board of Directors on: _____
Date

Board Chair Signature

Date

I acknowledge I have read and understand this position description and agree it is an accurate description of the essential functions of this position:

Employee Signature

Date