

Job Description

Superintendent - St. Trinity Cemetery

General Summary

The Superintendent is responsible for the overall maintenance and operation of the cemetery, sells cemetery lots and niches, prepares and closes graves, operates and maintains earth moving and lawn care equipment and maintains cemetery records. Supervises full and part time grounds keeper employees.

Principal Grounds Duties and Responsibilities Performed by Superintendent and Staff

- Open and close graves using commercial equipment
- Mow and trim grounds using commercial power mowers and trimmers
- Use hand tools such as chain saws, shovels, rakes, saws, axes, to maintain landscape
- Perform other general duties as necessary to ensure that the cemetery grounds are well maintained

Principle Administrative Duties and Responsibilities Performed by Superintendent

- Meets with prospective purchasers of cemetery plots and columbarium niches, explaining options, price structure, and responding to questions as appropriate.
- Coordinates with funeral homes, monument companies, contractors and suppliers of other goods and services necessary for the successful operation of the cemetery.
- Updates and maintains sales and interment records in the cemetery database as appropriate.
- Makes recommendations to the Facilities Manager and/or the Board of Directors relative to maintenance needs, equipment replacement, road and building maintenance.
- Trains, supervises, coaches, and motivates full and part time grounds keeper staff in successfully performing the "Principal Grounds Duties and Responsibilities" outlined above.

Education, Knowledge, Skills, and Abilities

- High School diploma or equivalent preferred
- Must have basic computer skills such as email and word
- Must have ability to read and interpret documents such as safety rules, operating and maintenance instruction and procedure manuals
- Must have excellent written and oral communications skills
- Must be able to communicate effectively with the public and families in sensitive times

Experience

- Must be at least 18 years of age
- Two to five years of grounds keeping experience is required.
- Previous successful supervisory experience is helpful.

Physical Demands

- The environment is a traditional cemetery with predominantly outdoor work which can include extreme weather
- Required to frequently lift and/or move up to 75 to 100 pounds

Other

- Required to pass drug screen and background check
- Weekend and holiday hours may be required due to burial schedule
- The position reports to a Board of Directors

The above describes the general nature and level of work of the position and is not a comprehensive list of all responsibilities, duties, and skills.

Applicants should send resumes to:

info@sttrinitycemetery.com

or

Peace Lutheran Church
Attention: St. Trinity Cemetery
737 Barracksview Road
St. Louis, Missouri 63125