



## **Job Description**

Position: Working Foreman  
Primary Location: Vernon Grove Cemetery  
Employment Status: Full-time, Hourly, Non-Exempt  
Reports To: Cemetery Administrator; From December 1<sup>st</sup> to April 1<sup>st</sup>, will also report daily to the Highway Supervisor to work for Highway Department unless there is an upcoming burial or other cemetery priorities and there has been at least 24 hours advance notification. During the winter, must report to Highway Supervisor during & after any snowstorm for snow removal.  
Description Updated On: January 26, 2022

### **Summary/Objective**

The Foreman is responsible for all cemetery operations, training, delegating work and assignments to the crew and enforce all safety regulations. A uniform is provided for this position.

### **Essential Functions**

- Mows, trims, removes brush and leaves; spreads loam and seeds the grassy areas.
- Cross-trains staff for all required duties in the event the foreman is not available.
- Locates, lays out, and prepares graves for contractor to dig for upcoming burials. Keeps up to date records of all burials with names of deceased, location, type of service (full body burial or cremation), and date of burial. Completes and signs burial permits and cremation certificates with burial location, date of burial, and name of Foreman/Laborer who witnessed burial. Provides Administrative Assistant/Clerk with Burial Permits & Cremation Certificates.
- Assists Administrative Assistant/Clerk in locating available spaces for new plot sales. Keeps up to date record of all plot sales. In the event the Administrative Assistant is not available to meet with a family, Foreman may have to assist in administrative duties.
- Follows assignments from the Highway Supervisor from December 1<sup>st</sup> to April 1<sup>st</sup> (see "Reports to"); must be available for snow removal as requested.
- Documents and keeps up to date all plot sales and burials in cemetery's record books and database.
- Purchases equipment as authorized.
- Provides grave locations for families and, if available, brings families to locations.
- Maintains all associated Vernon Grove Cemetery and North Purchase Street Cemetery properties such as all plots, buildings, garages, vehicles, equipment, fences, trees, plantings, walkways & roads (including plowing during winter months); repairs any headstone, footstone, or bronze markers.
- Performs all minor equipment maintenance.
- When it is possible and the ground is not frozen, digs holes for cremation burials and places either a cement or plastic cremation urn vault inside the grave.

- Attends every funeral for the entire duration of the funeral, including on Saturdays.
- Oversees all work being done by outside vendors or contractors.
- Places flags on known veteran's graves for Memorial Day and Veteran's Day.
- Follows assignments from the Highway Supervisor from November 1<sup>st</sup> to April 1<sup>st</sup> (see "Reports to"); must be available for snow removal as requested.
- Sends trustees monthly update reports and attends meetings when requested.

### **Required Qualifications, Education, and Experience**

- High School diploma or GED

### **Knowledge, Skills & Abilities**

- Knowledge of municipal government preferred, but not required
- General understanding of Microsoft Office, Excel, Access, and Adobe

### **Physical and Mental Job Requirements**

- Must be able to lift up to 100 lbs. without assistance and over 100 lbs. with assistance of another individual.
- Physical requirements:
  - Frequent motor control
  - Frequent pushing up to 200 lbs
  - Frequent pulling up to 200 lbs
  - Frequent bending
  - Frequent squatting
  - Frequent kneeling
  - Frequent reaching
  - Frequent standing
  - Frequent sitting
  - Frequent walking
  - Constant fine motor control
  - Constant repetitive motion
  - Frequent finger dexterity
  - Constant grasping/holding
  - Occasional handwriting and typing
  - Constant visual perception
  - Constant visual inspection
  - Constant hand/eye coordination
  - Constant color distinction
  - Constant hearing and speaking
- Mental requirements:
  - Understand and apply routine verbal and/or written instructions
  - Understand and apply non-routine verbal and/or written instructions
  - Organize actions to complete sequential and/or routine tasks
  - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
  - Organize and prioritize the work schedules of others to manage multiple tasks and/or projects
  - Make decisions that have an impact on the individual's work
  - Make decisions that have an impact on the immediate work unit's operations and/or services
  - Communicate and exchange routine/basic information
  - Communicate and explain a variety of information

- Memorization/concentration
- Learning/knowledge retention
- Emotional/behavioral self- regulation
- Interacting with others

### **Work Environment**

- The functions of this role are conducted in a field environment.

### **Hours of Work**

- This role is paid on an hourly basis.
- Hourly employees work 40 hours from 7am until 3pm during primarily a Monday through Friday workweek. However, the Working Foreman may be required to work on short notice and/or on Saturdays to prepare graves for burials.

### **AAP/EEO Statement**

The Town of Milford is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities, and conflict resolution.

It is also the policy of Town of Milford to take affirmative action to employ and to advance in employment, all persons regardless of their status as woman, minority or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

### **Signatures**

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee\_\_\_\_\_ Date\_\_\_\_\_

Hiring Manager\_\_\_\_\_ Date\_\_\_\_\_