

**Town of Dunstable
Cemetery Superintendent
Part-time**

The **Town of Dunstable** has an opening for a **Cemetery Superintendent**. This is a part-time position, and the position works a varied schedule including nights and weekends. The Cemetery Superintendent is responsible for landscaping, maintenance and repairs to Cemetery properties and equipment as well as maintaining all Cemetery records and managing the department's budget and personnel. Serves as the primary contact for the purchase of cemetery lots.

Job Duties:

- Assists in maintaining all records for cemeteries, including burial records, lot sale documentation and perpetual care; places new graves on the cemetery map, collects payments; forwards information to Cemetery Commission to process deeds for purchasers;
- Develops departmental budget and controls, keeps budget and expense records;
- Interacts with the public on all matters relating to cemeteries and refers issues to Commissioners;
- Directs and supervises all cemetery department personnel;
- Attends Cemetery Commission quarterly and special meetings as required. Liaisons with funeral directors for burial arrangements;
- Implements maintenance plans for the cemetery properties, buildings and equipment including but not limited to the following:
 - Repairs stone walls; cuts and removes broken limbs; sprays poison ivy and herbicides as needed; repairs and plants grass; mows grass, cuts grass and weeds around grave stones, walls, trees, signs, buildings as required, rakes and removes leaves and brush from cemeteries and surrounding areas
 - Checks and maintains all equipment, completes repairs as able, including and not limited to; oil changes, verifying proper operation of equipment including mowers, tractors, weed / grass hand operated / held equipment, chain saws, trucks, etc.
 - Coordinates and oversees the digging and closing of graves, setting of stones, and straightens and repairs stones as required
- Ensures adherence to the rules and regulations as determined and published by the Cemetery Commission
- Other duties as may be required by the Cemetery Commission.

Qualifications

- Advanced level mechanical skills needed to operate and maintain cemetery grounds and equipment
- Ability to interact with the public in a professional manner
- Good budgeting skills and ability to manage and track expenditures.
- Valid Massachusetts Driver's License
- Knowledge of the Town of Dunstable and Town operations is preferable

The base hourly rate of pay is \$27.50 +/- . If interested, please submit your resume to Jason Silva, Town Administrator, at jsilva@dunstable-ma.gov by May 24, 2024. The Town of Dunstable is an Equal Opportunity Employer.