

## **St. Michael Cemetery Superintendent and St. Michael Parish Maintenance Position, Avon, MA**

Superintendent Job Description: Part Time Position; 12 – 20 hours (maximum) per week

Responsibilities include, but not limited to the following:

- The overall operation and maintenance of the St Michael Cemetery.
- Act as the primary contact person for all funeral homes when coordinating each burial.
- Manage the scheduling, preparation and closure of lots for burials.
- Plan all maintenance activities of the cemetery, including overseeing the landscaping contractor.
- On-site Cemetery Management and accurate record keeping of all plots, including those previously purchased and any that are available for sale.
- Meet with potential lot owners to discuss purchase options.
- Maintain a positive and professional attitude while engaged with customers.
- Execute purchase and sale agreement and collect all payments due at time of purchase.
- Fix and repair any sunken graves and listing headstones.
- Approve all cemetery invoices prior to payment.
- Review and initial the sale of each lots; Update cemetery map with sale of lots, dates of death, etc.
- Reporting: Attend Parish Council meetings, as requested and provide updates when necessary.
- Special projects. Must be able to measure performance against operational budget.
- Obtain contractor bids for each special project and make recommendations to the Pastor and the Finance and Operations Manager.
- Maintain procedures for all cemetery activities and transactions.
- Recommend changes for cemetery policies and consult with area Cemetery Superintendents on best practices.
- MA DOT driver's License required; must be valid and in good standing.

Job Environment: Cemetery position involves the ability to work outdoors on a year-round basis. Must be available to work on a flexible schedule, including weekdays and Saturdays.

Must be able to communicate professionally with parish personnel, funeral directors and contractors.

Must also be able to work with the families of the deceased during very stressful situations.

**Parish responsibilities include, but not limited to the following:**

- Shoveling and plowing (seasonal), along with light maintenance and procurement of contractors for needed operations.
- Work under the administrative direction of both the Pastor and the Finance and Operations Manager.
- Ability to set own schedule and work independently. Must be flexible and work parish hours around cemetery schedule of burials, which will vary on a weekly basis.
- Must be able to perform all general maintenance duties.
- Physical lifting and ability to work with your hands.
- MA DOT driver's License required; must be valid and in good standing.

Interested applicants should submit a resume to Robert Kelley at [finance.saintjosephparish@gmail.com](mailto:finance.saintjosephparish@gmail.com)