

# City of Danville, Kentucky

## Cemetery Supervisor

### ***THE CITY OF DANVILLE:***

The City of Danville is located 35 miles southwest of Lexington, and is a thriving community with a population of 17,000. The City has a highly efficient infrastructure, water treatment and wastewater facilities, police and fire services, quality school system, and a highly educated workforce. Danville is the home of Centre College, which is among the most prestigious small liberal arts colleges in America. The City of Danville is also the business hub to a 5 county, 100,000 + region.

***POSITION SUMMARY:*** This position workers under general supervision of the Public Services Director, and is responsible for the City's day-to-day cemetery operations. Will be responsible for supervising cemetery crew as well as participating in performing general cemetery duties.

### ***ESSENTIAL DUTIES & RESPONSIBILITIES:***

- Supervises and directs cemetery crew in the performance of cemetery projects and general facility maintenance for two City cemeteries.
- Will be required to perform general cemetery duties alongside cemetery crew.
- Ability to operate heavy trucks, maintenance, and cemetery equipment.
- Supervises and conducts burial services in the cemeteries.
- Assist City Clerk in grave plot sales, and is responsible for showing cemetery plots to potential customers.
- Assist in the completion and organization of cemetery documents and records.
- Responsible for providing directive, and overseeing work of cemetery maintenance contractors.
- Attends Cemetery Committee meetings, and will be responsible for providing reports on cemetery activities.
- Responsible for maintaining turf, trees, shrubs, and general landscape of the cemeteries to ensure appearance and beautification standards are upheld.
- Required to perform heavy manual labor for extended periods of time.
- Must have the ability to work outdoors in all types of weather conditions.
- Performs other duties as assigned.

### ***EDUCATION AND/OR EXPERIENCE:***

- HS Diploma or GED.
- Must have valid and current drivers license.
- 3-5 years of general maintenance experience and equipment operation required.
- Prior front-line supervision or management experience preferred.
- Working knowledge of cemetery operations a plus.

***COMPENSATION:*** The starting salary range for this position is \$28, 874 - \$43,311. The starting salary will be determined by the candidates years of relevant work experience.

**BENEFITS:**

- 100% Paid Medical, Dental, and Vision Insurance
- Company Paid Short & Long Term Disability Insurance
- 100% Paid Life Insurance
- Vacation Pay
- Sick Pay
- Holiday Pay
- Longevity Incentive Pay
- Educational Assistance
- KY CERS Non-Hazardous Duty Retirement

**Application Process:** : The position will remain open until filled with the most qualified candidate. To be considered for this position please e-mail a completed application and resume to Human Resources at [rboyd@danvilleky.gov](mailto:rboyd@danvilleky.gov). Applications can also be mailed or dropped off at the following address: Danville City Hall, 445 West Main St., Danville, KY 40422.

Applications can be obtained on the City's careers page on our website at [www.danvilleky.gov](http://www.danvilleky.gov). They are also available for pickup in the Legislative Office within City Hall.

For more information about this position and/or the recruitment and hiring process you may contact Human Resources at 859-936-6866. A detailed job description is available upon request.

*The City of Danville provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other trait or characteristic protect by federal, state, and local laws.*