

## Historic Oakwood Cemetery

### Job Description: Cemetery Superintendent

Historic Oakwood Cemetery is a non-profit cemetery comprised of 72 acres in Raleigh, NC. ~50 of those acres being utilized at this time. Oakwood Cemetery is an active cemetery accepting ground and columbarium burials and entombments of both bodies and cremated remains that performs all burial and groundskeeping maintenance in house.

The Superintendent reports to the Executive Director at Oakwood Cemetery, but has the primary responsibility of the outside operation of the Cemetery and any other related functions. All grounds crew, property, tools, and equipment are under control of the Superintendent. This position also steps in to assist the Executive Director inside- working with families and selling grave space when needed.

Job duties and responsibilities include, but are not limited to, the following:

- Supervision of all grounds crew members including training reviews and discipline (in consultation with the executive director)
- Preparation and excavation of burial sites and assistance to funeral directors with processions
- Maintenance of all cemetery equipment, including records of repair and recommendations for new purchases
- Groundskeeping including mowing, leaf and decoration removal, maintenance of cemetery plantings, overall grounds upkeep
- Preparation of monument foundations, and maintaining those foundations over time
- Entering burial data into books (as provided by office staff)
- Assisting families with pre and at need sales and the necessary paperwork
- Utilizing Webcemeteries app for work orders, projects as needed

Required skills:

Ability to lift up to 75 lbs

Experience with operation and maintenance of heavy equipment, back hoe, skid steer, tractor, etc

Salary is commensurate with experience

Hours of operation are 8-4 M-Th, 8-3 on Fridays. Director and superintendent alternate Saturdays for funerals. There are no burials on Sundays at Oakwood Cemetery.