



JOB DESCRIPTION

St Gregory the Great Family Guardian Angels Cemetery

Position Title: Field Superintendent
Status: Full-time, 12 months
Reports to: Maintenance Supervisor – Guardian Angels

PRIMARY FUNCTION OF THIS POSITION

The Field Superintendent directs the overall operation of the buildings and grounds of Guardian Angels Cemetery to ensure that it is operated efficiently and effectively according to Church guidelines and applicable standards. Responsible for assisting on the cemetery grounds, responses to complaints, working with office administration, and providing customer service. This work will involve reviewing contracts to ascertain service, machine, and workforce requirements concerning all cemetery operations and help prepare budget estimates.

MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

1. Directs, executes, coordinates and delegates activities to ensure efficient operation of activities related to maintenance and short- and long-range plans relating to capital improvement, equipment replacement and grounds care. Includes but not limited to:
 - a. Repair of graves that have settled.
 - b. Operation of mowing and trimming equipment used in the care and maintenance of the cemetery.
 - c. Setting of markers to be placed on each grave.
 - d. Removal of unsightly vegetation and related items from cemetery grounds as directed.
2. Working safely in compliance with the Cemetery's operating procedures, including proper use of protective equipment.
3. Effectively supervise and work with others to accomplish tasks.
 - a. This includes contract laborers and cemetery personnel.
4. Demonstration of respect and sensitivity toward visiting families and prospective customers.
5. Knowledge of cemetery layout, availability and fees.
6. Works with admin staff to make sure all paperwork is completed.
7. Keeps cemetery equipment in good working order.
 - a. Includes regular maintenance and repair.
8. Member of Guardian Angels Cemetery Board
 - a. Attends all meetings (generally one a quarter)

9. Attends local, regional and or national Cemetery conferences (as needed for continuing education).
10. Additional tasks as assigned.
 - a. These include working at other St Gregory the Great facilities.

POSITION SPECIFICATIONS/REQUIREMENTS

1. Qualifications
 - a. A high school diploma or the equivalent is required.
 - b. Must have a valid Ohio Driver's License with an acceptable driving history.
 - c. Cemetery work experience is a plus.
 - d. Must be able to operate light to medium duty, motorized equipment.
 - e. Must be able to perform manual labor for extended periods, often under unfavorable weather conditions.
 - f. Must have the ability to communicate effectively with fellow employees and visiting families.
 - g. Willing to collaborate with members of the Guardian Angels community and members of St Gregory the Great Family.
2. Additional Requirements
 - a. Must pass a background, criminal, and reference check.
 - b. All employees of Guardian Angels Church must be SafeParish trained and be current on their quarterly bulletins.
 - c. Must be able to pass a drug test.
 - d. Must have a valid driver's license, required insurance coverage, and be willing to periodically use one's personal automobile for local travel (mileage reimbursed).
3. Working Environment
 - a. Periodic weekend and evening work hours required.
 - b. Employees of Guardian Angels Catholic Church/St. Gregory the Great Family will have knowledge of the Catholic faith, a willingness to work for Catholic, faith-based agency and adhere to the policies of Guardian Angels Catholic Church.
 - c. Employees will not publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. The requirement includes any public speech, demonstration, or writing including the use of social media or other digital technologies.

PLEASE SEND A COVER LETTER AND RESUME TO:

Mark Dulle
Business Manager
Guardian Angels Church
St. Gregory the Great Family of Parishes
Guardian Angels/Immaculate Heart of Mary/St John Fisher
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