

HELP WANTED

The City of Aurora is accepting applications for the position of Cemetery Superintendent. Applicant must be able to perform a variety of skilled and semiskilled manual labors in the operation, maintenance, and general upkeep of the cemetery, deal courteously and sympathetically with the public, maintain accurate records, operate kiosk software, have experience in Microsoft office programs such as word, excel and outlook and provide supervision for staff members performing grounds/office duties.

Must have a valid Nebraska Driver's License and be able to obtain a Class B CDL. To view the full job description, go to cityofaurora.org and click on the Employment tab at the top right corner of the web page. Salary is DOQ, with an excellent benefit package.

Applications can be obtained at the Aurora City Offices, 905 13th Street, Aurora, Nebraska, 68818 or by calling (402) 694-6992 or via email at utlysupt@cityofaurora.org. Position will remain open until filled. The City of Aurora is an EOE.

Barbra J. Mikkelsen
City Clerk

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JOB TITLE: CEMETERY SUPERINTENDENT

ACCOUNTABILITY: Under the direction of the City Administrator and in compliance with City Code.

JOB SUMMARY: Performs a variety of skilled and semiskilled manual labors in the operation, maintenance, and general upkeep of the cemetery. Provide supervision for staff members performing grounds/office duties. Prepares graves for burials and maintains cemetery grounds and roads as well as all office operations.

GENERAL DUTIES & RESPONSIBILITIES: Performs maintenance on all equipment; locates grave sites according to section, lot, and plot numbers; collects revenue from sale of lots and perpetual care and maintains all cemetery records; prepares deeds for sold lots and files with City of Aurora and Hamilton County Court; prepares claims for bills received; prepare annual budget; spec out and receive bids/estimates for equipment, vehicles and facility repairs/improvements; maintain cemetery software, maps and directory; mows grass with hand and power mowers; marks off areas to be excavated; prunes shrubs and trees; measures lots for placement of monuments; opens and closes mausoleum vaults and graves as required; supervises all employees of the cemetery; sets up and moves irrigation equipment and maintain irrigation well and pressure system; maintains roads within cemetery; maintains a safe working environment for his/her employees; performs any and all other duties assigned from time to time by the City Administrator.

SKILLS & ABILITIES: Ability to operate tractors with back-hoes, pickups with dump boxes, riding mowers, gas powered weed trimmers, and tractors with a blade and front loader; ability to deal courteously and sympathetically with the public; ability to keep accurate records; ability to work closely with funeral homes in and out of state; ability to work closely with vault companies and monument companies; ability to read maps and locate lot corners and spaces; ability to lift over 50 lbs.; ability to work weekends; ability to understand and maintain underground pressurized water system; ability to operate and calibrate GPS guided spraying system, ability to formulate, mix and apply herbicides.

TRAINING & EXPERIENCE: Graduation from high school and four years of progressively responsible experience in Cemetery operations and maintenance; or any equivalent combination of experience and training. Must have strong skills with Windows Word and Excel programs. Must be able to obtain a Class B Commercial Driver's License.