

THE CATHOLIC CEMETERIES

FIELD MANAGER POSITION DESCRIPTION

POSITION INFORMATION:

Position Title: Field Manager of Resurrection Cemetery

Date: January 1, 2022

Incumbent:

FSLA Status: Exempt: X Non-Exempt: _____
(Executive X Professional ___ Administrative ___)

Employment Status: Full-Time X Part-time _____ With benefits X
Work Schedule: 40 + hours per week

Reports to: Director of Operations and Project Management

Direct reports: Field Workers,
Seasonal Workers

Provides work direction to:
Seasonal Workers Field Workers

Receives Work Direction From:
Director of Operations and Project Management

PURPOSE OF POSITION:

The mission of the Field Manager is to manage and coordinate all functions related to the field operations of an assigned cemetery or cemeteries. The Field Manager will direct field staff in the performance and delivery of cemetery services including interments, maintenance of grounds/equipment and customer relations. This will be done while carrying out The Catholic Cemeteries Mission Statement.

GENERAL RESPONSIBILITIES:

Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals, laws of the Church or the Archdiocese, such that it can embarrass the Church or give rise to scandal. This position does **not** require that the employee be an active, participating Roman Catholic. It is expected that all employees will respect Catholic doctrine and religious practices. Reasonable accommodation for the religious practices of employees not of the Roman Catholic faith will similarly be provided.

REPRESENTATIVE RESPONSIBILITIES:

Operations Management:

- *Assists the Director of Operations and Project Management in developing an annual cemetery operations plan. This plan should include last year's results, projection of upcoming years' service demand in terms of interments/cremations and maintenance, projection of upcoming year's resource requirements in terms of personnel, equipment and facilities, planning and development of cemetery land, special projects for upcoming year, and cemetery budget.

- *Oversees cemetery operations evaluation and improvement by performing quarterly evaluations of cemetery field operations, identifying opportunities for operations improvement or cost reductions, assisting the Director of Operations and Project Management in the development of programs or special projects for improving cemetery field operations, and participating in annual review of the Standards of Care.*Oversee special project management by helping to identify and manage special project teams and by instructing and assisting field staff on special projects as directed by Director of Operations and Project Management.
- *Oversee equipment and facilities optimization by directing and training field staff in the optimal use of cemetery equipment and facilities, by being able to perform field work and operate equipment as required, and by assisting the Director of Operations and Project Management in selecting new equipment and initiating and monitoring maintenance programs.
- *Successful management of all aspects of endowment lot work for assigned cemeteries.

Personnel Management:

- *Oversee personnel training, discipline and evaluation by coaching field staff, both formally and informally in their job performance, by assisting in development, coordination and/or perform training and personnel development and by administering discipline policies and procedures in relation to field staff.
- *Administer cemetery personnel coordination by directing field staff in the interpretation and applicability of cemetery Standards of Care, field procedures, burial procedures, personnel utilization, equipment utilization, special projects, customer relations and by ensuring cemetery field staff meetings on a daily basis.
- *Possess a working knowledge and ability to operate cemetery software systems.
- *Communication with Office Manager on a regular basis.
- *Support union relations by creating and encouraging opportunities for job qualification upgrades to the field staff and by being familiar with union contract.

General Administration:

- *Oversee safety and government regulations compliance by administering the existing safety program consistent with the requirements of The Catholic Cemeteries and outside regulatory agencies and by advising and participating in The Catholic Cemeteries Safety Committee, as needed.
- *Participate in staff involvement by participating in regular scheduled meetings with the Director of Operations and Project Management and by participating in Labor/Management Committee meetings/activities, as needed.

- *Contribute to the good public relations of The Catholic Cemeteries by projecting a positive and professional image and work ethic with co-workers and visitors and by assisting families in a comforting manner.
- *Be present, ready to work, and on time for scheduled times of work and to maintain consistent work attendance.
- Perform other duties, as need is apparent or as assigned

OTHER RESPONSIBILITIES:

The responsibilities listed on this page are representative responsibilities intended to describe the general nature and level of work performed by staff members assigned to this position. It is not intended to be an exhaustive list of responsibilities and qualifications required of the position. Assigned responsibilities may change, as needs of the cemeteries change. More detailed listings of duties and tasks may be outlined in supplemental documents.

The responsibilities preceded by an asterisk () are considered essential functions of the position.

More detail of Administrative Duties on separate page.

For Qualifications, Physical Skills, and Cognitive Skills requirements see attached schedules

EMPLOYEE: I have reviewed this job description and agree it is an accurate representation of the responsibilities of my job. I understand that an organization’s needs change, my job description will change.

Employee’s Signature

Date

SUPERVISOR: I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this job.

Supervisor’s Signature

Date