

Jurisdictional Class: Competitive/PJC  
Adopted: September 21, 2020

## **CREMATORY OPERATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves the cremation of human remains as well as the operation and maintenance of the Town of Ellenburg Mausoleum and Cemetery. Individuals in this title operate cremators, cremulators, and other equipment used in the cremation process, as well as equipment utilized in the upkeep of the internal and external facility. An employee in this position is also responsible for the sales of cremation, mausoleum, and cemetery services. Employees work under the general supervision of the Town Supervisor. The incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

Maintains cremation schedule and interacts with funeral directors and families;  
Performs identification check and completes documentation prior to initiation of the cremation process;  
Loads retort, operates cremation equipment and processes remains in a safe and appropriate manner and in accordance with regulatory code and New York State law;  
Performs record keeping functions relative to cremations and manages the temporary storage of remains;  
Maintains records associated with sales of facility services;  
Stores cremated remains for disposal;  
Scatters cremated remains in designated sites within the cemetery;  
Performs minor routine maintenance on cremation and ancillary equipment;  
Assists in the cleaning and maintenance of the internal and external facility;

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Thorough knowledge of regulatory code relative to cemetery, mausoleum, and crematory regulations;  
Good knowledge of building and grounds maintenance practices;  
Ability to operate crematory equipment and process remains in accordance with rules and regulations;  
Ability to operate equipment and machinery utilized to maintain the building and grounds of the facility;  
Ability to communicate effectively with funeral directors, families, and the general public;  
Ability to show respect and sensitivity toward individuals under emotional stress;  
Ability to use a computer to document information relative to sales and cremation activities;  
Ability to keep simple accounting and clerical records;  
Initiative;  
Sound judgement.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma.

## Crematory Operator

**SPECIAL REQUIREMENTS:** Possession of a New York State driver's license at the time of appointment; and either:

- (a) Possession of a valid Crematory Operation Certification approved by the NYS Cemetery Board at time of appointment; or
- (b) If working under the supervision of a Certified Crematory Operator, then possession of a valid Crematory Operation Certification approved by the NYS Cemetery Board within twelve (12) months of appointment.