



SAVANNAH
Human Resources Department

Human Resources Department
5515 Abercorn Street
Savannah, GA 31406
<http://www.savannahga.gov>

INVITES APPLICATIONS FOR THE POSITION OF:
Cemetery Conservation Coordinator - Cemeteries

An Equal Opportunity Employer

SALARY

\$25.66 Hourly \$53,367.00 Annually

OPENING DATE: 10/11/22

CLOSING DATE: 10/31/22

PURPOSE

Are you ready to walk through the door of opportunity? You are on the right path towards a new and exciting opportunity to embrace a new beginning!

If you are up for the challenge and are seeking a rewarding career in a fast-paced work environment, career progression and the chance to learn from the best, then we want you! Get ready to join our awesome Cemeteries team, supporting the City of Savannah historical cemeteries.

Of the nearly 80 cemeteries located in Chatham County, Georgia, the Cemeteries Division maintains five existing cemeteries which are owned and operated by the City of Savannah to include Bonaventure, Colonial Park, Greenwich, Laurel Grove North and Laurel Grove South. Each cemetery has a unique character and is historically significant to the City of Savannah!

The Cemeteries department is responsible for maintaining the grounds, selling interment rights, providing interment services, maintaining vital record, preserving the historical and cultural significance and coordinating all activities within the cemeteries. Our team of maintenance workers, senior maintenance workers, crew chiefs, medium equipment operators, conservation technician, coordinators and director collaborate to maintain the beauty of our cemeteries, and ensure machinery runs smoothly while upholding a safe environment where all employees can succeed. As we continue to grow our small team of 24, the Cemeteries team is seeking a skilled individual ready to keep our beautiful and historical cemeteries and equipment in safe working order.

As a Cemeteries Conservation Coordinator, you will lead the conservation of the architectural and cultural resources of the City's cemeteries.

We offer an excellent medical, dental and vision benefits, deferred benefit contribution (457B), 12 paid holidays, wellness programs, fitness reimbursement, educational reimbursement, home purchase assistance, employee referral program, and more!

Women, Minorities and Veterans Are Encouraged to Apply!

ESSENTIAL JOB FUNCTIONS

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Performs architectural conservation; leads conservation crew in masonry architectural restoration and conservation, ferrous and non-ferrous metal architectural restoration and conservation, and bronze sculpture restoration and conservation.
- Surveys, analyzes, and documents architectural conditions; completes condition assessments, measured drawings, and photographic documentation; prioritizes projects according to cultural significance and danger of loss.
- Manages monument conservation contract, coordinates and evaluates work performed by contractors performing conservation treatments.
- Prepares estimates of preservation treatments; purchases and maintains inventory.
- Establishes and implements plans, policies, and standards relating to the conservation program; participates in departmental planning activities.
- Develops third party work agreements, leads projects involving volunteers, local universities, and other organizations performing conservation in the cemeteries.
- Prepares oral and written reports. Takes information gathered from documentation and assessments and create technical conservation reports.
- Repairs and maintains broken or damaged equipment and other cemetery property. Includes facilities maintenance repair such as spigots, fencing, and debris pickup.
- Conducts safety meetings and enforces safety guidelines.
- Updates and manages the conservation files database.
- Performs cemetery services, including lot sales, lot diagrams, interments, and on-call duties; responds to after-hours emergencies and prepares cemetery services on weekends and holidays, as needed; resolves customer complaints.
- Assists in emergency response during disaster incidents.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Historic Preservation, Architectural Conservation or related field, supplemented by four (4) years of progressively responsible experience working with historic sites, masonry, metalwork or other advanced conservation treatments; or possession of any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities.

Must possess and maintain a valid state driver's license with an acceptable driving history.

Work Location: 802 W. Anderson St. Work Hours: 7 am - 4 pm

Additional Requirements

Background investigation, including supervised drug screen, post offer/pre-employment medical screen; and verification of education, certifications, and licenses required prior to employment.

ADDITIONAL INFORMATION

Cemetery Conservation Coordinator - Cemeteries Supplemental Questionnaire

- * 1. Do you have a valid driver's license?
 Yes No

- * 2. Do you have a Bachelor's Degree in Historic Preservation, Architectural Conservation or related field, supplemented by four (4) years of progressively responsible experience working with historic sites, masonry, metalwork or other advanced conservation treatments?
 Yes No

- * 3. Please indicate your education and experience level below.
 - HS Diploma or GED plus two years coursework in in Historic Preservation, Architectural Conservation or related field, supplemented by nine (9) years of progressively responsible experience working with historic sites, masonry, metalwork or other advanced conservation treatments
 - Associates Degree in Historic Preservation, Architectural Conservation or related field, supplemented by five (5) years of progressively responsible experience working with historic sites, masonry, metalwork or other advanced conservation treatments
 - Bachelor's Degree in Historic Preservation, Architectural Conservation or related field, supplemented by four (4) years of progressively responsible experience working with historic sites, masonry, metalwork or other advanced conservation treatments
 - Master's Degree in Historic Preservation, Architectural Conservation or related field, supplemented by three (3) years of progressively responsible experience working with historic sites, masonry, metalwork or other advanced conservation treatments

- * 4. Describe in detail your experience performing architectural conservation, leading crews in masonry architectural restoration and conservation, ferrous and non-ferrous metal architectural restoration and conservation, and bronze sculpture restoration and conservation.

- * 5. Describe in detail your experience with surveys, analyzes, and documents architectural conditions; completes condition assessments, measured drawings, and photographic documentation; prioritizes projects according to cultural significance and danger of loss.

- * 6. Describe your experience preparing oral and written reports.

- * 7. Please indicate your supervisory experience below.
 - 1 - 3 years
 - 2 - 4 years
 - 3 or more years

- * Required Question