

# Cemetery Conservation Coordinator

**Salary** \$53,367.00 Annually

**Work Location:** 802 W. Anderson St. Savannah, GA 31415

**Work Hours:** 7 am - 4 pm

**Job Type** Full-Time Permanent

**Division** City Cemeteries

**Job Number** 2300751

**Deadline for applications** 1/31/2023 11:59 PM Eastern

**Website** [www.savannahga.gov](http://www.savannahga.gov)

**Application Process** Complete supplemental questions within application and submit five-page example of a conservation treatment report. Resume and cover letter recommended.

Application URL-

<https://www.governmentjobs.com/careers/savannah/jobs/3844288/cemetery-conservation-coordinator-cemeteries?pagetype=jobOpportunitiesJobs>

Of the nearly 80 cemeteries located in Chatham County, Georgia, the Cemeteries Division maintains five cemeteries owned and operated by the City of Savannah. This includes 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 division is responsible for maintaining the grounds, selling interment rights, providing interment services, maintaining vital records, preserving historical and cultural resources, and coordinating all activities within the cemeteries. As we continue to grow our small team of twenty-four, the Cemeteries team is seeking a skilled individual that will lead the conservation of architectural and cultural resources within the City's cemeteries.

## Benefits

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!

## 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.

# Cemetery Conservation Coordinator

- 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.

## **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**

- Knowledge of historic preservation standards and procedures.
- Knowledge of past and present construction materials and methods.
- Knowledge of city, bureau, and department policies and procedures.
- Knowledge of archaeological standards and procedures.
- Knowledge of landscaping for identification and restoration purposes.
- Knowledge of modern office practices and procedures.
- Knowledge of computers and other modern office equipment.
- Skill in the production of technical drawings.
- Skill in building trades including masonry, ironworking, and carpentry.
- Skill in the operation of hand and power tools.
- Skill in developing short- and long-range plans.
- Skill in establishing priorities and organizing work.
- Skill in the training and supervision of personnel.
- Skill in the operation of computers and other modern office equipment.
- Skill in public and interpersonal relations.
- Skill in oral and written communication.