



Job Title	Care of Graves for Veterans and Coordinator of Ceremonies
Department	Office of the Town Manager
Employment Status	Part-time/Schedule C
FLSA Status	N/A

Scope of Work

Under the general direction of the Town Manager and the Director of the West Suburban Veterans' District, the incumbent ensures that every veteran's grave within the Town of Needham is suitably kept and cared for, including but not limited to clearing of weeds and other unseemly growth from said graves, repairing of sunken gravestones and markers, and other similar services that may be necessary to restore and maintain such graves and their surroundings in an orderly condition.

Received	West Suburban Veterans' District Director
Exercised	None

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- The incumbent is responsible for ensuring that all veterans laid to rest in a cemetery within the boundaries of the Town have a flag of the United States placed on their graves every Memorial Day.
- As the Coordinator of Ceremonies, the incumbent is responsible for planning, coordinating, executing, and supervising the Memorial Day and Veterans' Day observances within the Town, as well as any other observances relating to veterans.
- The incumbent will work with the Office of the Town Manager to conduct community outreach for each ceremony and to plan and organize the ceremonies by working closely with the Police Department, Fire Department, and the Department of Public Works to ensure the safety of the ceremony's routes, vendors, participants, and the public. The Office of the Town Manager shall assist the incumbent by performing all financial and procurement duties.
- The incumbent may be asked to assist periodically with some of the outreach efforts from the West Suburban Veterans' District.

Other Job Functions

- Performs related duties as assigned.
- Follow safe work practices.

Requirements of Work

To be considered for the position, applicants must be a resident of the Town of Needham and a veteran as defined in M.G.L. chapter 4 Section 7 Clause 43.

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

Knowledge of	Duties require knowledge of grave maintenance and ceremony planning.
Ability to	Ability to lift, carry and position heavy objects utilizing proper body mechanics and techniques.
Skill in	Good communication and organizational skills.

Necessary Special Requirements

None

Physical Demands

- Duties require frequent and extended periods of outside work, subject to all weather conditions; walking, standing, climbing and periods requiring sustained uncomfortable physical positions.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer