

Position: Winton Cemetery District Superintendent
Location: Winton, CA
Type: Full-time
Salary: \$85,000

Are you an experienced leader with a passion for ensuring operations run smoothly and efficiently? Do you have a strong understanding of public regulations, facility management, and personnel oversight? If so, we invite you to apply for the Superintendent position at the Winton Cemetery District.

About the Role:

As the District Superintendent, you will play a vital role in overseeing all day-to-day operations of the cemetery district. This includes ensuring compliance with the California Health and Safety Code, managing a dedicated team, maintaining accurate records, and ensuring the upkeep of the grounds, facilities, and equipment. The Board of Directors is looking for someone who is organized, attentive to detail, and able to lead a team with care and professionalism.

Key Responsibilities:

- **Manage Day-to-Day Operations:** Oversee the daily functions of the district, ensuring efficient and compliant operations.
- **Personnel Management:** Hire, supervise, train, and evaluate district staff. Provide support and leadership to ensure a high-performing, motivated team.
- **Compliance & Record Keeping:** Ensure accurate maintenance of financial transactions, interment records, and other required documentation in compliance with legal and board policies.
- **Facilities & Grounds Upkeep:** Supervise the maintenance and cleanliness of cemetery grounds, buildings, and equipment to meet safety and aesthetic standards.
- **Inventory Management:** Maintain an up-to-date inventory of equipment and supplies, ensuring proper maintenance and procurement procedures.

Qualifications:

- Bachelor's degree in Business Administration, Accounting, or related field (preferred).
- At least five years of experience in a management role, preferably in cemetery operations or similar public facilities.

Why Join Us?

- **Competitive Salary & Benefits:** We offer a comprehensive compensation package that includes health insurance (medical, dental, vision), retirement plan, short/long term disability, life insurance, vacation, and sick time.
- **Make an Impact:** Help maintain a peaceful and respectful environment for the community while ensuring that our cemetery district operates efficiently and ethically.
- **A Collaborative Environment:** Work alongside a dedicated team of professionals in a supportive and respectful atmosphere.

How to Apply:

If you're ready to take on this rewarding challenge, we'd love to hear from you! Please submit your resume and cover letter to **wcdpositions@outlook.com**. This recruitment will close once a suitably strong pool of candidates has been established.

The District will **not** be accepting calls regarding this position. All questions and inquiries shall be made through email **wcdpositions@outlook.com**.

This recruitment will be handled with strict confidentiality. References will not be contacted until mutual interest has been established.