

# Cemetery Maintenance Worker 1

DEPT:	Public Works	FLSA:	Non-Exempt
DIV:	Cemetery	EEOC:	Service/Maintenance
DATE:	July 2016		



## POSITION SUMMARY

Performs a variety of **working level skilled and semi-skilled duties** related to the construction, installation, maintenance, upkeep and repair of recreation facilities, parks, cemetery, grounds and general environs.

## SUPERVISION RECEIVED

Works under the general supervision of the Parks, Buildings and Cemetery Manager or Lead Parks/Building/Cemetery Maintenance Worker.

## SUPERVISION EXERCISED

Provides close to immediate supervision to seasonal and/or part-time maintenance personnel.

## ESSENTIAL FUNCTIONS

Performs general building maintenance; constructs and maintains bowerys, small buildings and storage facilities; assures proper operation of lighting fixtures, doors, windows and plumbing; may assist in framing, painting, roofing or other skilled construction and maintenance activities related to carpentry, plumbing, and electrical; performs concrete and masonry work.

Establishes and maintains a system of records, files and maps for the cemetery legend; prepares monthly burial report for county and state records; sells burial plots & receives and accounts for payments when needed; makes receipts and maintains payment balances in cooperation with city office clerical support staff. Maintains cemetery records and enters information into computer system.

Performs tasks such as sweeping, moping, or scrubbing hallways, stairs and floors; wax removal and floor sealing using power sander or appropriate chemicals; carpet cleaning etc.; assures parking lot and grounds maintenance and grooming; performs the same as needed.

Install, test, and maintain systems utilizing low voltage, hydraulic, or other operating features; repairs sprinkler heads and inspects sprinkling system to assure operation.

Applies appropriate chemicals and combinations to accomplish task; maintains records of spraying activities; assures chemicals are properly stored and used in conformity with city, state, or federal regulations; operates spraying equipment.

Performs various field duties; digs and marks off graves; removes and replaces sod; installs and sets head stones and develops new cemetery sections.

Responds to public questions, explains cemetery procedures and policies; assists with funerals by directions processions and coordinating cemetery activities; assists people in locating graves; supervises the work of head stone and vault companies.

Operates lawn mowing equipment; performs routine repair and lubrication, mows and trims grass, bushes and shrubs; assists in pruning activities on trees, shrubs and plants; removes dead, diseased, or injured trees; stimulates health plant growth through custom pruning and cutting.

Performs general landscape and gardening duties; plants and transplants trees, shrubs, bushes, grass, flowers etc. as directed to develop attractive parks and grounds; performs various fertilization techniques using dry and liquid chemicals.

Operates a variety of types of small and light equipment such as mowers, sod cutters, chain saws, pruning equipment, backhoe, loaders, trenchers, aeration tractor, mini-excavator and various hand tools; performs routine and regular maintenance on equipment to assure efficiency and safety.

May assist in the maintenance, preparation and process of cemetery responsibilities up to and including burials

Performs seasonal duties such as winterizing sprinkler systems to avoid freezing, flushes watering systems in spring, and repairs other equipment and facilities.

Performs general cleanup, maintenance, and repair of rest rooms, picnic tables, and other facilities.

Performs related duties as required.

## MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from a standard senior high school;

AND

B. Two (2) years of experience in the maintenance, upkeep, and beautification of turf, facilities and related environs;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

**Working knowledge** of maintenance equipment such as backhoe, loader, dump truck, mowers, tractor, power over-seeders, aerators, thatcher, welder, trimmers, etc.; landscape and sprinkler system design; flow pumps; of hazards and related safety precautions associated with equipment operations; of herbicides, fungicides, insecticides, and pesticides, and proper application of the same; of turf and greens management; of interpersonal communication skills.

**Skill in** the operation of various types of light equipment such as gang mower, front end loader, tractor, backhoe, etc., basic mechanics, basic electrical and plumbing operations, basic carpentry and masonry.

**Ability to** recognize and identify common weeds and pests; ability to recognize and identify diseases common to turf and greenery; ability to effectively apply chemicals for the abatement and eradication of noxious weeds and insects; effectively, perform various semi-skilled and skilled functions related to building maintenance; ability to communicate verbally and in writing; ability to develop effective working relationships with supervisor, subordinates, and the public.

3. Special Qualifications:

Must possess a valid Utah State Commercial Driver's License (CDL). Must be or become a State of Utah Certified Pesticide Applicator.

4. Work Environment:

Incumbent of the position generally performs in a physically demanding environment. Tasks require variety of physical activities, generally involving some muscular strain, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing and seeing essential to the performance of the job. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Frequent local travel required in normal course of job performance.

\*\*\*\*\*

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_

(Employee)