

Position Description

TITLE: Cemetery Maintenance / Groundskeeper

DEPARTMENT: Cemetery

SUPERVISED BY: Public Works Director

FUNCTION:

This position is responsible for the maintenance and beautification integrity of the city cemetery under the direction and supervision of the Public Works Director. This is a multifaceted position requiring small engine mechanical skills, lawn equipment operational knowledge, horticultural understanding, landscaping skills, time organizational skills and respectful tact when dealing with the public for the purpose of internment of remains.

DUTIES, RESPONSIBILITIES AND WORK PERFORMED:

1. Perpetual care of cemetery grounds including the maintenance of turf, raking, mulching and disposal of leaves, removal of gravel from lawn areas, maintenance of graveled roadways, trimming of hedges, bushes and evergreens, trimming trees and removal of dead tree branches, filling in and compacting soil, seeding grass, trimming grasses and weeds around all grave monuments, markers and garage structures under the direction of the Public Works Director.
2. Maintenance of garage buildings and other structures located on the cemetery grounds.
3. Maintenance of cemetery streets, fences and roadway gravel.
4. Removal of dated, unsightly, seasonal decorations or arrangements that interfere with accessible maintenance procedures under the direction of the Public Works Director during the Spring and Fall Clean Up.
5. Stake rows for winter identification of grave locations.
6. Maintain plotting bricks and increase visibility of plot markers by removal of overgrown turf from immediate surrounding area of ground level bricks.
7. Planting of flowers, trees, shrubs and bushes under the direction of the Public Works Director.
8. Perform basic mechanical work and small engine maintenance on lawn equipment and tools.
9. Adhere to safety rules, policies and guidelines of the city.
10. Completes related duties and projects as required by Public Works Director.

QUALIFICATIONS FOR POSITION:

- Basic mechanical skills to facilitate equipment maintenance and repair as necessary.
- General knowledge of landscaping and turf maintenance.

- General understanding of internment procedures.
- Requires a valid driver's license.
- Requires excellent vision to perform essential job function.
- Requires public contact, frequent standing, lifting, walking, stooping, bending and climbing off and on lawn equipment in the operation of landscaping maintenance.
- Requires exposure to outside weather components and extended periods of exposure to mechanical vibrations and spinal movement while sitting on lawn tractor.
- Requires exposure to rough, unstable site terrain at times.
- Must possess the ability to follow oral and written instructions.
- Must possess an excellent understanding of tact and poise necessary when dealing with the public in their time of grief.
- Must possess mental alertness, tact, courtesy and the ability to get along well with others.
- Must possess good time management skills and organization of maintenance duties.
- Must provide good judgement, honesty, commitment, accuracy, discretion and integrity.
- Must have the ability to establish and maintain effective working relationships with city officials, employees, related business associates and the public.
- Ability to work in an outdoor environment while completing a multitude of tasks under minimal direct supervision of the Public Works Director.

Effective: September 7, 2007

Approved: _____