

POSITION DESCRIPTION

Class Title: **Laborer 1**
Department: **Cemetery**
Division: **Public Works**

Date: **1/14/19**
Pay Grade: **1**
Union: **Central Staff**

GENERAL PURPOSE

Performs a variety of skilled and unskilled tasks in the operation of the cemetery. Majority of the tasks are manual work requiring no special training or experience.

SUPERVISION RECEIVED:

Works under the close supervision of the Cemetery Superintendent.

SUPERVISION EXERCISED

None generally. May supervise temporary employees or community service (jail or fine) workers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Prepare graves and maintains cemetery grounds.

Removes sod from gravesites as required using shovel, digs grave to specified depth, using pick and shovel.

Sets grave marker in concrete on gravesite, using shovel and trowel.

Mows grass with hand or power mower.

Prunes shrubs and plants flowers and shrubs on grave and removes debris from grave, trims weeds, grass around stones.

Opens and closes mausoleum vaults, using handtools & scissors lift.

Shovels snow for assigned areas in the cemetery.

Fills , resods & tamps graves as required.

Drives truck to and from jobs.

Performs routine maintenance on cemetery vehicles.

Places spring flowers according to map, section, lot #'s, etc.

Cleans and sanitizes restrooms and replenishes supplies; cleans spills; cleans drinking fountains, mirrors, tables, walls, fixtures, blinds, light fixtures, etc.

PERIPHERAL DUTIES

Picks up garbage at city park and designated areas during winter season.

Shovels snow around city municipal buildings.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) High School Graduate or GED equivalent.

(B) Any equivalent combination of education and experience which demonstrates the knowledge to perform the work.

Necessary Knowledge, Skills and Abilities:

(A) Working knowledge of equipment, materials and supplies used in building and grounds maintenance; Working knowledge of equipment and supplies used to do minor repairs; Some knowledge of first aid and applicable safety precautions;

(B) Skill in operation of listed tools and equipment.

(C) Ability to work independently and to complete daily activities according to work schedule; Ability to lift heavy objects, walk and stand for long periods of time; Ability to communicate orally and in writing; Ability to use equipment and tools properly and safely; Ability to understand and follow written and oral instructions; Ability to establish effective working relationships.

SPECIAL REQUIREMENTS

Must have, or be able to obtain by time of hire, a valid State Driver's License without record of suspension or revocation in any state.

TOOLS AND EQUIPMENT USED

Knowledge of operation and use of motorized vehicles and equipment, including dump truck, pickup truck, tamper, plate compactor, saws, pumps, compressors, trencher, common hand and power tools, shovels, wrenches, hand & power mowers, scissors lift, snow blowers, power weed trimming equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic chemicals. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment varies from quiet to loud depending on specific job assignment.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the superintendent of the cemetery as the needs and requirements of the job change.

Approval:

Human Resource Manager

Director of Administration

Director of Law