

## **POSITION DESCRIPTION:**

### **CEMETERY MAINTENANCE WORKER**

#### **POSITION SUMMARY**

The cemetery maintenance worker performs the seasonal mowing and maintenance of Lakeview Cemetery. This position requires demonstrated competency and increasing independence, knowledge and ability in performing routine and special assignments in lawn care, tree and shrubbery pruning, and landscape maintenance.

#### **SUPERVISION RECEIVED**

The seasonal cemetery maintenance worker is under the general direction of the Director of Public Works.

#### **RESPONSIBILITIES AND ESSENTIAL DUTIES**

1. Performs a variety of tasks involving strenuous manual labor in lawn and landscape maintenance including, but not limited to, cutting weeds and mowing grass, spraying weeds; pruning trees, trimming shrubs, and applying fertilizers.

#### **QUALIFICATIONS FOR EMPLOYMENT**

1. High school diploma or equivalent; or combination of education and experience that demonstrates the knowledge and ability to perform the work.
2. A valid State of Michigan Driver's License, a satisfactory driving record, and the ability to maintain one throughout employment.
3. No felony convictions and/or disqualifying criminal histories.
4. Knowledge of proper use of lawn, landscape, and tree-trimming equipment, materials and supplies.
5. Knowledge of methods and techniques used to perform minor repairs to lawn and landscape equipment..
6. Knowledge of applicable safety precautions.
7. Ability to work independently and to complete daily activities according to a work schedule.

8. Ability to lift heavy objects, walk and stand for long periods of time and perform strenuous physical labor under adverse field conditions.
9. Ability to communicate orally and in writing.
10. Ability to use equipment and tools properly and safely.
11. Ability to understand, follow and transmit written and verbal instructions.
12. Ability to establish effective working relationships with employees, supervisors and the public.
13. Certifications or licenses that pertain to the duties performed in maintaining Lakeview Cemetery.

### **TOOLS AND EQUIPMENT USED**

The cemetery maintenance worker must be able to operate lawn and landscape maintenance tools and equipment. Additionally he/she must be able to use office equipment, hand held and computer devices.

### **PHYSICAL DEMANDS**

This is a highly physical position that often requires lifting, standing, twisting and pulling. These physical demands must be met by an employee to successfully perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

### **WORK ENVIRONMENT**

This position requires considerable outdoor work. Work is conducted on or near motorized lawn care and landscape equipment. Must be able to frequently lift and/or move up to fifty (50) pounds and occasionally lift and/or move more than seventy-five (75) pounds. Noise level is generally loud. 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 duties.

This position does not require tasks that involve potential for exposure to blood or other potentially infectious material on a routine or non-routine basis as a condition of employment.

### **SELECTION GUIDELINES**

Formal application; education/certification and experience; oral interview and reference check.

## CONDITIONS

The duties listed above are intended only as illustrations of the various types of work that will be required. 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 position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the Village of requirements of the position change.

I have read and accept the above job description. I have discussed it with my immediate supervisor.

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Employee

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Date

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Supervisor

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Date