

# Job Description

Human Resource Use Only

Position Number:  
Step/Grade  
Effective Date: 04/2014

## POSITION IDENTIFICATION

**Position Title:** Cemetery Laborer-~~H~~  
**Division:** Department of Public Infrastructure – Operations Division  
**Status:** Full-Time / Non-Exempt  
**Normal Workweek:** 40 Hours, Monday – Friday (Occasional Saturday OT for burials only)

## SUPERVISORY RELATIONSHIPS

**Reports to:** ~~Cemetery Foreman~~Operations Division Manager  
**Directly Supervises:** Supervision may be exercised over subordinate workers and part-time staff~~No supervisory responsibilities~~

## POSITION PURPOSE

The Cemetery ~~Worker-~~H~~Laborer~~ supervises the cemetery crew in the absence of the Cemetery ~~Foreman-Team leader~~ and performs a variety of tasks including sales, facility maintenance, and preparation of gravesites and maintenance of cemetery grounds. The ~~Cemetery Worker-~~H~~Laborer~~ reports to the Cemetery ~~Foreman-Team Leader~~, Operations ~~Team Leader~~Division Manager and the Director of Public Infrastructure. This position is often a supervisory position for all seasonal employees assigned to the Cemetery requiring mature judgment and detailed planning ability. The position includes duties (including repetitive manual work) in the maintenance and operation of city-owned cemeteries. The employee must be capable of hard physical labor and should have a thorough appreciation of the occupational hazards and an understanding of the appropriate safety measures required for the work. The employee must possess the ability to get along well with the public, with employees and management, and must have the social acumen to deal appropriately with customers who are under stressful and grief stricken circumstances.

## ESSENTIAL DUTIES

- Subject to standby responsibility on weekends and holidays, as assigned by the Cemetery ~~Foreman-Team Leader~~
- Assists in grass cutting, leaf collection and removal, snow removal, the cultivation and watering of the cemetery grounds and all other tasks required to successfully operate the Cemetery
- Assists the Cemetery ~~Foreman-Team Leader~~ in laying out new cemetery sections under supervision of the Engineering Department
- Orders materials necessary for maintenance of equipment, buildings and grounds with the approval of the Cemetery ~~Foreman-Team Leader~~ or Operations ~~Team Leader~~Division Manager
- Assists in preparing graves for spring sodding
- Operates all equipment used in the cemetery operation, including backhoe, air hammers, trucks, lawnmowers, leaf blowers, compressors, trimmers, snow blowers, etc.
- Performs maintenance duties for all buildings and equipment, including lawnmowers,

snowblowers, leaf blowers, etc.

- Installs new water lines and repairs existing water lines in cemetery areas
- Mixes, pours, and finishes concrete
- Assists in maintaining all roads in cemetery
- Follows-up on acts of vandalism including notifying the Cemetery Foreman Team Leader or Fleet/Parks/Cemetery/Zoo Manager Operations Division Manager and performing necessary repairs
- Assists the public with questions or concerns

In the absence of the Cemetery Foreman Team Leader, the Cemetery Worker III Laborer:

- Plans, assigns, and directs the work of crews engaged in maintenance, operation and development of the cemetery
- Recommends discipline, suspension or discharge, if warranted, to the Operations Team Leader Division Manager
- Oversees jobs in progress and makes recommendations for changes in practices
- Schedules overtime of employees as needed
- Processes requests for vacation, sick leave and other leave for employees in compliance with policies set by the Operations Team Leader Division Manager
- Supervises grass cutting, leaf collection and removal, snow removal, the cultivation and watering of the cemetery grounds and all other tasks required to successfully operate the Cemetery
- Coordinates burial services and escorts funerals from the cemetery entrance to the gravesite in accordance with Cemetery Policies
- Shows and sells grave spaces for pre-need and immediate burials
- Checks, approves, and manages all property transferred to or from lot owners and heirs
- Manages complaints concerning the cemetery, and report actions to the Cemetery Foreman Team Leader or Operations Team Leader Division Manager
- Oversees the operation of all equipment used in the cemetery operation, including backhoe, air hammers, trucks, lawnmowers, leaf blowers, compressors, trimmers, snow blowers, etc.
- Relocates and oversees relocation of monuments and markers, when required
- Oversees and performs tasks of measuring and laying out grave spaces to assure proper dimensions and depth
- Follows-up on acts of vandalism including notifying police and overseeing necessary repairs
- Lays out foundations for markers

## OTHER DUTIES

- Performs other related duties as assigned
- May be required to assist with DPW snow removal operations when necessary
- ~~May be required to assist with snow removal operations when necessary~~

## MINIMUM POSITION QUALIFICATIONS

**Education:** High School Diploma or equivalent

**Experience:** Groundskeeping, landscaping, construction, water main construction, small equipment, supervisory, and computer experience preferred.

**Certifications/Licenses:** Must possess a valid Wisconsin Driver's License. Must possess or

obtain a valid commercial drivers class B & C license with air brakes issued by the State of Wisconsin within six (6) months from date of hire.

**Other Requirements:** No other requirements

### **KNOWLEDGE, SKILLS, & ABILITIES**

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This position must be able to perform hard physical labor and should have a thorough appreciation of the occupational hazards and an understanding of the appropriate safety measures required for the work. This position must also possess the ability to get along well with the public, with employees and management, and must have the social acumen to deal appropriately with customers who are under stressful and grief stricken circumstances; must possess the ability to interpret a variety of instructions or reports furnished in written, oral, diagram, or schedule form, ability to apply situational reasoning by exercising good judgment, decisiveness and creativity in an array of conditions and environments, experience and ability to operate equipment used in cemetery work, such as but not limited to dump truck, tractor type backhoe and end loader, air compressor, air hammer, leaf sucker, compost shredder, riding lawn mower and basic hand tools in the preparation of graves and maintenance of cemetery grounds; ability to understand and follow simple oral instructions; thoroughness; dependability; ability to work under adverse weather conditions. This position must also be physically able to perform all essential job functions, including those consisting of heavy labor, with or without reasonable accommodation; must have a willingness to perform all cemetery and other departmental work; work harmoniously with others; carry out written and oral orders; deal effectively and pleasantly with the public; and possess very good interpersonal and public relations skills; ability to communicate information in a concise and understandable manner; ability to read and interpret information from cemetery maps, correspondence, reports, operating maintenance instruction, blueprints, government regulations and procedure manuals, and ability to complete paperwork and reports. This position must possess the ability to prepare and effectively present information to employees, supervisors, and the public in both oral and written form. This position requires above average mathematical skills and a great degree of accuracy; the ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals; correctly calculate figures, areas, circumference, and volume; and the ability to apply concepts of basic algebra and geometry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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### **BACKGROUND CHECKS- Condition of Employment**

### **PHYSICAL DEMANDS**

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The physical demands described herein 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.

**Manual Dexterity:** While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers to handle or feel; reach with hands and arms; stoop, kneel, carry, twist, crouch or crawl; talk and hear. The employee is occasionally required to sit, climb, balance, taste, or smell, and may be required to work in high places.

**Physical Effort:** The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, occasionally lift and/or move more than 100 pounds. Use of an air hammer requires a tolerance to repetitive motion.

**Working Conditions:** The employee must be able to adjust from one schedule to another at short notice and be able to maintain attention to task in overtime situations. In the performance of this position, the usual climate will be the outdoor environment. Work outdoors will expose the employee to weather conditions such as extreme cold, extreme heat, wet and/or humid conditions, and toxic or caustic chemicals. The employee occasionally may be required to negotiate semi-rough and rough terrain. The noise level is generally moderate but may be quite loud depending on equipment used or work being done in the area. The employee is frequently exposed to moving mechanical parts and vibrations and may be exposed to fumes and airborne particles. This position will intermittently work under adverse weather conditions.

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This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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