

Job Description

Human Resource Use Only

Position Number:
Step/Grade
Effective Date: 03/2014

POSITION IDENTIFICATION

Position Title: Cemetery Worker I
Division: Department of Public Infrastructure – Operations Division
Status: Full-Time – Non-Exempt
Normal Workweek: 40 Hours – Monday – Friday

SUPERVISORY RELATIONSHIPS

Reports to: Cemetery Foreman
Directly Supervises: None

POSITION PURPOSE

This position performs a variety of tasks in preparing graves and maintaining cemetery grounds. This is repetitive manual work in preparing graves and performing grounds keeping duties. The employee works under general supervision, receiving specific instructions on each new or unusual assignment. Completed work is reviewed by inspection.

ESSENTIAL DUTIES

- Removes sod from gravesite, using hand sod cutter and spade
- Digs graves to specified depth, using backhoe, air hammer and shovel
- Rakes leaves by using a hand rake and leaf blower
- Digs hole for gravestone foundation, using shovel and posthole digger
- Cuts grass by using a power mower and riding mower
- Plants and prunes shrubs and trees
- Cultivates flower beds and plants flowers
- Trims grass around headstones by using a gas powered trimmer
- Waters and cares for grass and flowers
- Lifts cement bags and assists in pouring cement for concrete foundations
- Loads and unloads materials
- Moves headstones when required for equipment placement
- Prepares site for burial services
- Removes snow by using shovel, snow blower and snowplow
- Sand roads in winter using shovels

OTHER DUTIES

- Performs other related work as required

MINIMUM POSITION QUALIFICATIONS

Education: High School Diploma or equivalent

Experience: Some groundskeeping experience, landscaping or construction experience preferred; or any equivalent combination of experience which provides the required knowledge, skills and abilities.

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

This position must possess the ability to safely and effectively operate equipment used in cemetery work, such as dump truck, tractor type backhoe and end loader, air compressor, air hammer, leaf sucker, compost shredder, and basic hand tools in the preparation of graves and maintenance of cemetery grounds; the ability to understand and follow simple oral instructions; thoroughness; dependability; ability to work under adverse weather conditions; the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form; and the ability to apply situational reasoning ability by exercising good judgment in the implementation of work orders. This position must 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; must work harmoniously with others, carry out written and oral orders, and deal effectively and pleasantly with the public; possess the ability to read and interpret documents such as safety rules, operating maintenance instruction, blueprints, government regulations and procedures manuals; accurately complete routine paperwork; effectively present information to other employees and supervisors; add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals; the ability to calculate figures, areas, circumference, and volume; and the ability to correctly apply concepts of basic algebra and geometry.

BACKGROUND CHECKS- Condition of Employment

PHYSICAL DEMANDS

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.

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. Use of an air hammer requires a tolerance to repetitive motion. This

position will intermittently work under adverse weather conditions. 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 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.