



**CITY OF CRETE  
DEPARTMENTS OF PUBLIC WORKS  
CEMETERY ASSISTANT (SEASONAL)**

**General Description:** Maintain the Departments of Public Works Parks Department designated buildings, grounds, and equipment. Report to Cemetery Sexton, and Public Works Director. Full-time, hourly position.

**Desired Qualifications:** Any combination of work experience and training that allows the duties and responsibilities of this position to be achieved. Preference will be given to job applications documenting successful experience in like and similar positions, currently hold a valid driver's license and who have a High School Diploma or equivalent.

**Work Type:** Heavy Work Classification (as described by ADA) for the duties and responsibilities associated with this position.

**Typical Duties and Responsibilities:**

1. Prepare as needed with maintaining City of Crete Cemetery (mowing, spraying, tree trimming, weed removal, trash barrels, repairing and upgrading any area, etc.)
2. Prepare and maintain City Cemetery buildings (inspecting and repairing building systems and structures, prepare buildings and equipment prior to programs and events, etc.)
3. Perform basic vehicles, machinery, implement, equipment, and tool repair (tune-ups, oil and fluid changes, lubricating, cleaning, inspecting and repairing, etc.)
4. Design, create, and put up City Cemetery signs as needed.
5. Work cooperatively with other City staff.
6. Respond effectively to the needs of City Staff.
7. Respond effectively to other assignments for the City Administrator.

8. Effectively clean offices, work areas, hallways, closets, stairwells, and bathrooms in City Buildings. This includes the use of chemicals (solvents, paints, detergents, etc.), moving of light furniture, and operating light equipment (vacuum cleaner, buffer, etc.)

**Desired Knowledge, Skills, and Abilities:**

1. Basic knowledge of basic modern electrical, plumbing, carpentry, construction, and mechanical principles and practices.
2. Ability to work effectively with people of all ages and backgrounds as needed.
3. Ability to operate equipment and tools.
4. Ability to detect and repair building system malfunctions.
5. Ability to operate basic power tools (circular saw, jig saw, chain saw, drill, etc.)
6. Ability to communicate and plan effectively with staff in diverse situations
7. Ability to work outdoors and safely negotiate various topographies in all weather conditions. Safely negotiate surfaces of various grade, repair, finish and texture, under extremes of lighting and environment (extreme heat and cold).
8. Ability to effectively operate a computer, printer, and software in use.
9. Basic knowledge of modern office practices in use.
10. Ability to communicate effectively, orally and in writing, in English.



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CEMETERY ASSISTANT (SEASONAL)  
ESSENTIAL FUNCTIONS  
(included but not limited to:)**

With or without reasonable accommodation this person must have the ability to successfully accomplish the following:

Operate and employ such devices or procedural changes necessary to render services to, and accommodate persons with disabilities.

Provide courteous, impartial and tactful service to all patrons.

Identify, design, develop, and conduct training programs and procedures needed to insure safe and effective delivery of services to the public by employees and volunteers.

Safely operate a motor vehicle in all environmental and lighting conditions.

Communicate with persons of various educational levels and communication abilities.

Maintain confidentiality of information defined as sensitive or confidential in policy.

Ability to work with people of all ages and backgrounds as needed.

Identify procedures needed to insure safe and effective delivery of services to the public by employees.

Maintain legible, orderly and accessible records generated by assigned duties.

Safely operate such hand or power tools necessary to affectively clean and maintain facilities, grounds, and equipment.

Ability to prepare City cemetery grounds (mowing, spraying, tree trimming, weed eating, etc.)

Conduct inspections and maintenance of facilities and equipment on location in all weather conditions, utilizing such protective clothing, equipment, and procedures as required by Federal, State, or City regulations as required by insurance carriers for the City of Crete. Safely conduct such inspections in areas of limited space, and areas to which access may entail limited climbing, crawling, kneeling, stooping, lying on the ground, or other physical exertion to gain access, in areas of extreme temperature and/or humidity, in the presence of various fumes, odors, or airborne particulates, and in areas of variable or extreme lighting or noise.

Directly administer and adhere to procedures for the routine maintenance of facilities, grounds, and equipment adhering to budget and management directive.

Independently utilize reference and technical materials (in various formats) to resolve operational, maintenance and repair problems.

Identify unsafe environmental, equipment, and structural conditions and initiate appropriate response to provide for the safety of patrons and staff.

Perform work in noisy environment for extended periods of time.

Ability to work cooperatively with all City Personnel and patrons.

Safely perform duties on wet or dry surfaces of various textures and slopes. Perform work during extended exposure to sunlight, treated water, and variant temperatures.

Utilize such protective clothing, equipment, and procedures as required by Federal, State, or City regulations, or as required by insurance carriers for the City of Crete.

Ability to perform Heavy Work Classification (as described by ADA) for the duties and responsibilities associated with this position. Including but not limited to exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Ability to communicate effectively, orally and in writing, in English.

Other functions that may be assigned at the discretion of management.

I have read and understand the Essential Functions for the position of Public Works Department Cemetery seasonal help, and can perform the Essential Functions with or without accommodation.

Date:\_\_\_\_\_ Signed:\_\_\_\_\_