



Job Status: Full-time Hourly, Seasonal

Reports to: Cemetery Sexton; Street Supervisor

Supervisory

Responsibilities: NONE

I. GENERAL FUNCTIONS

Maintain the Departments of Public Works designated buildings, grounds, and equipment. Full-time hourly, seasonal position. This position will include mowing, weed eating, and general upkeep of designated areas and buildings. Minimum age requirement: 17 years old.

II. TYPICAL DUTIES & RESPONSIBILITIES

- Maintain City of Crete cemeteries as needed including but not limited to; mowing, spraying, tree trimming, weed removal, trash barrels, etc.
- Prepare and maintain City cemetery buildings and structures prior to programs and events.
- Perform basic repair and maintenance to vehicles, machinery, equipment, and tools.
- Work cooperatively with other city staff.
- Respond effectively to other assignments from the Cemetery Sexton or Street Supervisor.

III. ESSENTIAL FUNCTIONS (include but are not limited to)

- Safely operate a motor vehicle and equipment in all varying environmental conditions.
- Safely operate hand or power tools necessary to perform job duties.
- 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 or as required by insurance carriers for the City of Crete.
- Follow established procedures for the routine maintenance of facilities, grounds, and equipment adhering to budget and management directive.
- Identify unsafe environmental, equipment, and structural conditions and initiate appropriate responses.
- Safely perform duties on wet or dry surfaces of various textures and slope. Perform work during extended exposure to sunlight, treated water, and varying temperatures.
- Safely perform equipment maintenance and repairs.
- Use appropriate protective clothing, equipment, and procedures as required by Federal, State, or City regulations, or as required by insurance carriers for the City of Crete.

IV. DESIRED KNOWLEDGE, SKILLS, ABILITIES

- General knowledge of basic electrical, plumbing, carpentry, construction, and mechanical principles and practices.
- Basic knowledge of modern pool system principles and maintenance practices.
- Thorough knowledge of modern grounds keeping principles and practices.
- Ability to work and communicate effectively with people of all ages and backgrounds.
- Ability to safely operate basic power tools.
- Ability to safely operate lawn mowers and weed eaters.
- Ability to work outdoors in a variety of weather conditions.
- Ability to meet the physical demands required by this position (see section VII).

V. MINIMUM QUALIFICATIONS

- Must possess and maintain a valid Driver's License
- Must be at least 17 years of age
- Must be legally authorized to work in the U.S.

VI. DESIRED TRAINING & EXPERIENCE

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 applicants documenting successful experience in like and similar positions and who currently hold a valid driver's license.

VII. WORKING CONDITIONS & PHYSICAL EFFORT

This position has a heavy work classification for the essential functions of this position. Heavy work involves lifting objects weighing no more than 100 pounds at a time with frequent lifting or carrying of objects weighing up to 50 pounds. Work will be performed in areas of limited space, or areas to which access may entail climbing, crawling, kneeling, stooping, lying on the ground, or other physical exertion to gain access. Work will also be performed 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.

VIII. OTHER

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee Acknowledgement of Job Description

This job description supersedes all previous job descriptions written for this position. I understand that this is a description of my current job duties and responsibilities. I understand that neither this nor the City's Personnel Manual is a contract for employment. By signing below,

I have read and understand the essential functions for the position of the Seasonal Cemetery Laborer, and can perform the essential functions with or without accommodation.

Signed: _____ Date: _____