



Position Description

Job Title	Parks and Cemetery Crewman
Department	Parks and Recreation
Employment Status	Full time
Exempt/Non Exempt Status	Nonexempt

Scope of Work

This position supervises daily functions of the cemetery and parks including caretaking maintenance, cemetery lot sales and related cemetery records.

Supervision

Received	Parks and Cemetery Skilled Crewman/Foreman
Exercised	None

Essential Job Functions The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Assists with full maintenance of all parks and recreation facilities under the direction of the Parks Skilled Crewman/Foreman; maintains turf and ball fields; performs custodial duties, leaf pickup, facility clean up and repairs; cleans restrooms; performs setup for special events; sets forms and pours concrete; plans and performs construction projects; operates City machinery; repairs and performs preventative maintenance on Department machinery, cemetery equipment and vehicles.
- Prepares gravesites for burials; locates and digs graves; uses backhoe and hand tools; enters and inspects grave to assure it conforms to requirements; covers graves after burial.
- Performs maintenance to assure that lawn and cemetery is neat, well kept and visually appealing; mows grass; waters and trims plants and trees; blows and removes leaves; repairs soil erosion; removes brush; snowplows; maintains related equipment.
- Conducts cemetery lot sales and performs related record keeping; meets with person interested in lot;

escorts to lot; enters data on computer; researches requests for information; completes related cemetery records.

- Performs record keeping related to cemetery operation and budget requests for equipment; maintains records; answers questions from customers; recommends equipment and supply needs as part of annual budget process; assists employees and the public as needed.
- Performs related maintenance as needed; maintains trucks, tractors, sweepers and cremations.
- Assist with Memorial Day and 4th of July activities as needed.
- Assists other departments with snow hauling, sidewalk and building maintenance and other functions as needed.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from high school or GED equivalent plus 1 year of experience in operating small engine lawn mowers; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	<ul style="list-style-type: none">• Department policies, procedures and services.• The use and maintenance of job-related equipment and tools.• The use and operation of computers and general office equipment.
Ability to	<ul style="list-style-type: none">• Operate small engine lawn mowers, tractors, trucks and other related tools and equipment.• Work independently with minimal supervision.• Understand and follow directions.• Perform light to heavy physical tasks under varying weather conditions and work environments.• Establish and maintain effective working relationships with supervisors, coworkers and the general public.
Skill in	<ul style="list-style-type: none">• Oral and written communications.• The safe operation of maintenance tools, equipment, machinery and vehicles.

Necessary Special Requirements

CDL within 6 months of hire; available to work on weekends; ability to pass a criminal background check.

Physical Demands

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 functions.

- Work is performed both outdoors and in an office setting; hand-eye coordination is necessary to operate computers, various pieces of office equipment, vehicles and equipment used in park maintenance and forestry operations.

- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; smell; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.
- The employee may be exposed to adverse weather and other unpleasant conditions, including extreme heat, cold, wetness and humidity; dust, noise, vibrations, electrical currents, toxic agents, and heavy machinery.
- The employee must occasionally lift and/or move in excess of 50 pounds.