

POSITION DESCRIPTION

City of Monett

monjobCLNPar

JOB TITLE: Cemetery Foreman

DEPARTMENT: Cemetery

SALARY RANGE: Payroll – Level 7

IMMEDIATE SUPERVISOR: Public Works Superintendent

ESSENTIAL FUNCTIONS

I. Maintenance Activities 100% of Time

A. Supervises and participates in the repair and maintenance of City cemeteries, parks, grounds, and/or other City property as assigned.

B. Directs the work of a team of two to seven full time and/or seasonal employees.

C. Participates in the construction, repair, cleaning, and/or maintenance of City parks, grounds, streets, right-of-ways, facilities, and/or property.

D. Locates cemetery additions, blocks, lots, and grave plots.

E. Sells cemetery grave plots as needed.

F. Operates a backhoe, dump trucks, snow plows, etc. in the repair, cleaning, construction, maintenance, and excavation in City cemeteries, parks, public grounds, and streets.

G. Cuts weeds or brush, grinds stumps, uses brush chipper as directed, utilizes chain saw to trim branches from trees, and operates riding tractor with PTO implements as well as farm-type tractor with mowers and attachments on steep slopes and amid traffic as required.

H. Picks up trash, rocks, leaves, limbs, debris, and concrete blocks and loads into containers or dump trucks for removal.

I. Paints with a brush, roller, or airless paint gun for various Public Works and Parks projects; performs grout work as needed.

- J. Assists in removing, forming, and placing concrete; rakes and levels asphalt for construction projects as required.
- K. Utilizes necessary equipment including hand and power tools, jackhammers, asphalt tamper, patch roller, etc. to complete a variety of construction work.
- L. Determines procedures or equipment to utilize based on training.
- M. Maintains cemetery burial books and maps, property books, and veterans book.
- N. Loads, unloads, and maneuvers a variety of materials and equipment.
- O. Drives vehicles and equipment with both standard and automatic transmissions to a variety of work sites.
- P. Reads and applies instructions and labels for product and equipment operation.
- Q. Utilizes appropriate safety equipment and procedures.
- R. Performs related work as required.
- S. Performs duties of comparable or lower positions as required.
- T. Utilizes necessary equipment as required for project.
- U. Maintains equipment/tools through proper care and maintenance.
- V. Directs the work of assigned team members.
- W. Provides appropriate direction for a variety of excavation, construction, maintenance, and/or repair procedures as needed.
- X. Estimates kinds and quantities of materials needed for construction or repair projects.
- Y. Directs and participates in the completion of excavation, construction, repair, and maintenance projects in a manner consistent with safety principles.

- Z. Accurately documents and maintains records and logs.
- AA. Performs effectively as a member of a team in carrying out the City's stated mission and philosophy.
- BB. Performs the essential functions of the job without posing a direct threat to the health and safety of others.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor; subject to reasonable accommodations.

WORK ENVIRONMENT

- ◆ Average accessibility of all work sites required for the position.
- ◆ Extreme exposure to weather and temperature extremes.
- ◆ Average exposure to chemicals and fumes.
- ◆ Average exposure to heights.
- ◆ Above Average exposure to work safety hazards.
- ◆ Average amount of overtime/extended work hours required.
- ◆ Above Average exposure to loud noises.
- ◆ Average exposure to darkness.
- ◆ Above average exposure to cramped spaces.
- ◆ Primarily outdoors with exposure to dust and pollen
- ◆ May be exposed to constant noise, fumes, and odors.
- ◆ May work in cramped spaces and conditions with poor lighting and ventilation.
- ◆ Susceptible to mechanical hazards associated with equipment and other safety hazards due to working in and around traffic.
- ◆ Subject to emergency call-in.

PHYSICAL EFFORT

- ◆ Normal physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ Above Normal physical agility: ability to maneuver body while in place.
- ◆ Normal physical strength to handle routine office materials and tools.

- ◆ Above Normal physical strength to handle 100 lb. objects, and pull up to 150 lbs, considering frequency.
- ◆ Normal dexterity of hands and fingers.
- ◆ Above Normal physical balance: ability to maintain balance and physical control.
- ◆ Above Normal coordination, including eye/hand, hand/foot, etc.
- ◆ Normal endurance.
- ◆ Performs bending, squatting, kneeling, climbing, twisting, crawling, and reaching both to ground level and overhead.
- ◆ Subject to working in awkward positions and periods of prolonged walking or standing.
- ◆ Must pass pre-employment drug testing and periodic drug testing as required.

KNOWLEDGE REQUIREMENTS

- ◆ Completed High School Diploma or equivalent.
- ◆ Possess a valid Missouri Commercial Drivers License (CDL), Class B with air brakes.
- ◆ Minimum of 24 months experience in the construction, maintenance, and repair of public cemeteries, parks, grounds, and public roads required.
- ◆ Principles, procedures, and equipment involved in the construction, maintenance, cleaning or repair of parks, grounds, public roads, or other related projects.
- ◆ Ability to operate equipment such as backhoes, riding and farm tractors with PTO implements, rubber tire loaders, dump trucks, snowplows, salt spreader, mowers, hand and power tools, and vehicles in a manner consistent with safety principles.
- ◆ Ability to operate equipment with both standard or automatic transmission.
- ◆ Ability to deal effectively and courteously with associates and the general public.
- ◆ Ability to follow oral and written instructions.

MENTAL EFFORT

- ◆ Average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- ◆ Above Average memory, considering the amount and type of information.
- ◆ Average complexity of decision making.
- ◆ Average time pressure of decision making.
- ◆ Average analytical thinking.
- ◆ Average conceptual thinking.

COMMUNICATION

- ◆ Average verbal communication.
- ◆ Average written communication.
- ◆ Average non-verbal communication

SENSORY ABILITIES

- ◆ Normal ability to see.
- ◆ Normal ability to distinguish colors.
- ◆ Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch