

POSITION DESCRIPTION

City of Monett

monjobGMWlg

JOB TITLE: Cemetery Maintenance

DEPARTMENT: Cemetery

SALARY RANGE: Payroll – Level 1

IMMEDIATE SUPERVISOR: Cemetery Foreman

ESSENTIAL FUNCTIONS

- I. Maintenance Activities 100% of Time
- A. Performs a variety of manual labor tasks associated with the maintenance, repair, construction, cleaning, and operation of City facilities and grounds assuring for safety and professionalism.
 - B. Cuts, trims, and edges grass around City buildings, public grounds, and right-of-ways assuring for timeliness and safety.
 - C. Picks up limbs; rakes leaves and grass; cleans, weeds, and waters flowerbeds; and trims trees and shrubs as directed. Assures for timeliness.
 - D. Assists in planting and caring for flowers and shrubs.
 - E. Loads, unloads, and maneuvers a variety of materials and equipment from trucks such as limbs, leaves, packaged materials, recyclables, cement bags, and jackhammers, and places or piles in designated sites assuring for timeliness and safety.
 - F. Picks up paper, trash, debris, etc.; sorts recyclable materials; and places in dumpsters or other designated containers assuring for timeliness.
 - G. Sweeps sidewalks and shovels snow as needed assuring for timeliness.
 - H. Scrapes, sands, primes, and paints using brush, roller, or airless spray gun for general painting needs assuring for safety.

- I. Operates dump trucks, pickup trucks, farm tractors, and other equipment with standard or automatic transmission and power takeoff controls assuring for safety.
- J. Assists in building/setting forms, mixing and pouring concrete assuring for safety.
- K. Operates jackhammers, tampers, vibrators, etc. in performing asphalt and concrete installation or repair projects assuring for safety.
- L. Utilizes power push mowers, riding lawn mowers, electric and gas powered trimmers, chain saws, brush chippers, hand tools such as rakes, hoes, shovels, clippers, saws, etc., assuring for safety
- M. Performs routine operator maintenance on equipment, such as cleaning, oiling, lubricating, etc. assuring for timeliness and safety.
- N. Reads and applies instructions on mixing chemicals, equipment operation and maintenance, etc.
- O. Utilizes hand tools to prepare street, waterways and/or parks construction and repair sites as assigned, assuring for safety.
- P. Assists skilled craft workers, mechanics, and maintenance personnel in construction, maintenance, and repair activities.
- Q. Serves as lead worker over lower grade employees, and temporary and seasonal employees as assigned assuring for professionalism.
- R. Utilizes appropriate safety equipment and procedures.
- S. Maintains records and logs for activity reports, hours worked, supplies used, etc., assuring for accuracy.
- T. Performs related work as required.
- U. Identifies and reports maintenance needs of equipment.
- V. Performs effectively as a member of a team in carrying out the City's stated mission and philosophy assuring for professionalism.
- W. 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.
- ◆ 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 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 Driver License (CDL) that would enable the driver to operate at a minimum a class “B” vehicle with airbrakes.
- ◆ Experience in grounds, road, and/or building construction or maintenance work is desirable.
- ◆ Knowledge of the basic procedures, tools, and equipment used in grounds, roads, and/or building construction and maintenance is desirable.
- ◆ Ability to operate a variety of hand and powered tools and equipment associated with building and grounds maintenance 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.
- ◆ 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