

## Cemetery Maintenance Worker I

**DEFINITION:** Under general supervision, coordinates, supervises, directs and performs repair and maintenance work at the City Cemetery.

**DISTINGUISHING CHARACTERISTICS:** This class is an entry level position where the employee is required to perform a full range of landscape and semi-skilled cemetery maintenance duties.

**ESSENTIAL FUNCTIONS:** (Performance of these functions is the reason the job exists. *Assigned job tasks/duties are not limited to the essential functions*).

1. Mows, trims, edges, fertilizes, and waters landscaped areas.
2. Weeds, prunes, mulches, fertilizes, and sprays trees, plants, and shrubbery.
3. Prepares soil for planting; seeds and re-sods lawn areas.
4. Plants trees, seedlings, and shrubs.
5. Installs, repairs, and maintains irrigation systems.
6. Adjusts, repairs, and replaces timing mechanisms.
7. Reads and interprets cemetery plans, blueprints, and schematics.
8. Inspects assigned areas.
9. Corrects or reports safety hazards.
10. Mixes and applies herbicides, fungicides, and pesticides.
11. Maintains and performs repair work on a variety of facilities and equipment.
12. Builds concrete forms and assists with finishing work.
13. Enforces cemetery rules and regulations as adopted by the City Council.
14. Operates and maintains a variety of hand and power landscaping tools and equipment, including hand and power mowers, tractors, spreaders, edgers, blowers, hedge trimmers, weed eaters, chainsaws, rakes, shovels, hoes, brooms, and other tools.
15. Co-ordinate with the City Clerk to schedule burial dates and times.
16. Working with cemetery customers and residents of Winnemucca to pick out burial plots or search for location of deceased.

### QUALIFICATIONS FOR EMPLOYMENT:

#### Knowledge and Ability:

##### *Knowledge of*

- the use and minor maintenance of commonly used hand and power landscaping tools and equipment;

- safe work methods and safety regulations pertaining to the work;
- methods and techniques of planting, transplanting, cultivating, pruning, and maintaining a variety of lawns, ground cover, plants, shrubs, hedges, and trees;
- soil preparation and enrichment;
- methods and equipment used in weed, pest and insect control, and treating plant diseases;
- installation, maintenance, and repair of irrigation systems;
- techniques for maintaining landscaped areas; and
- painting, plumbing, concrete, and carpentry methods, tools, and techniques.

*Ability to*

- read, interpret and field locate cemetery plots from maps;
- understand and follow oral and written directions;
- prepare basic records and reports of work performed;
- work without close supervision in standard work situations;
- contribute effectively to the accomplishment of team or work unit goals, objectives, and activities;
- maintain a variety of landscaped and un-landscaped areas;
- use and perform basic maintenance on various hand and power tools and equipment;
- recognize common plant and insect pests;
- use initiative and independent judgment within established procedural guidelines; and
- direct the work of an unskilled crew.

**Special Requirements:** Good backhoe operation skills.

Must have, or have the ability to obtain, a class B Commercial Drivers License within six months of employment and must maintain said license throughout the duration of employment with the City of Winnemucca.

**Experience and Training:** *Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:*

Equivalent to graduation from high school **AND** two years of full-time horticultural or landscape maintenance experience **AND** three years backhoe operating experience (preferred).

**PHYSICAL AND MENTAL/INTELLECTUAL REQUIREMENTS:** *The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.*

Strength and mobility to work in a typical park/cemetery maintenance setting, including operating hand and power tools. Stamina to perform sustained physical labor, including standing, walking, climbing, and working in confined or awkward spaces. Strength to lift and maneuver materials and equipment weighing up to 90 pounds with proper equipment. Vision to read printed materials. Hearing and speech to communicate in person or over a radio or telephone.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and are encouraged to discuss potential accommodations with the employer.

**WORKING CONDITIONS:** *Work is performed under the following conditions.*

Most work is performed outside with exposure to extreme weather conditions including heat, rain, snow, cold, and wind. Frequent exposure to noise, dust, fumes, and odors. Potential exposure to dangerous chemicals, cleaning solvents, paints, and unpleasant materials. Occasional work in confined areas. Work may need to be performed alone and may be done in isolated geographic areas.

**FLSA Status:** Non-Exempt

6/11/21

I have read and understand this explanation and job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_