

Deerfield Township Job Description

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| Position Title: | Cemetery Crew Worker |
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| Department: | Parks/Cemetery |
| Reports to: | Cemetery Supervisor |
| Classification: | Full-Time; Non-exempt |
| Pay: | \$17.89-\$27.25/hour DOQ |
| Probation: | 180 Days |
| Work Hours: | 6:30 AM to 3:00 PM (Can vary with seasonal changes) Some evenings and weekends as conditions require. |

JOB RESPONSIBILITIES:

The cemetery crew worker is responsible for providing a highly visible function for the township residents - the maintenance and upkeep of township cemeteries and interaction with the public.

QUALIFICATIONS:

Any combination of training and work experience which indicates possession of the skill, knowledge, and abilities listed below. Equivalent to high school diploma. An example of an acceptable qualification for this position is:

Training and/or work experience which evidences a knowledge of general maintenance, skills, and procedures related to landscaping and cemetery upkeep.

ESSENTIAL FUNCTIONS:

The following functions are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required.

1. Operate heavy equipment, including but not limited to snow plows, dump trucks, mowers, earth-moving equipment.
2. Perform heavy manual labor, including, but not limited to lifting, mowing, hand digging, landscaping and brush removal.
3. Maintain current CDL Class A.
4. Maintain a Pesticide License.
5. Assist with park and road crew, as need arises. Required on-call and scheduled evening, weekend, and holiday work as needed. This also includes on-call for snow removal activities.
6. Participate in PERRP (OSHA) programs and maintain PERRP (OSHA) standards.
7. Perform other duties as assigned.
8. Ability to process and sell grave lots using the Pontem software system.

9. Detail oriented with documentation related to the cemetery.
10. Prepares graves and maintains cemetery grounds: Locates grave site according to section, lot, and plot numbers, and marks area to be excavated.
11. Follows all safety rules and regulations. Brings safety concerns to direct supervisor.
12. Responsible for the overall presentation and appearance of the cemetery which includes: mowing grass, pruning shrubs, trimming trees, spreading of pesticide/herbicide, and planting/maintaining landscaping.
13. Pressure wash vehicles and equipment as instructed.
14. Maintain shop area in a safe and clean manner.
15. Cleans and maintains mausoleums, headstones, and statues.
16. Works individually or in partnership with other employees to: properly ensure accuracy of interment and entombment; dig and set up graves; open and close graves, niches, crypts; and sets markers; and digs foundations for headstones.
17. Purchase supplies within established procedures.
18. Work with supervisor to ensure all record keeping is done within established procedures and with adequate safeguards to ensure accuracy.
19. Follows Board policies in *Employee Handbook*. Participates in OSHA programs and maintains safety standards.
20. Other duties as assigned.

SUPERVISION RECEIVED:

- Works under the general supervision of the Cemetery Supervisor.

RESPONSIBILITY FOR PUBLIC CONTACT:

- Daily contact requiring courtesy, discretion and sound judgment.

TOOLS AND EQUIPMENT USED:

- Operate heavy equipment, including but not limited to snow plows, dump trucks, mowers, earth-moving equipment.
- Uses and maintains wrenches, pruners, trimmers, brooms, mops, vacuum cleaners, blowers, brushes, rollers, shovels, rakes, hammers and other common hand and power tools.

PHYSICAL MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

- 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.
- While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is constantly required to use hands and fingers to feel, handle or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl and walk.

- The employee must occasionally lift and/or move up to 50-75 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision and the ability to adjust focus.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee frequently works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals and vibration.
- The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.

ADDITIONAL REQUIREMENTS:

Pre/post-employment tests and examinations, including, but not limited to physical examination, drug testing, psychological evaluation, extensive background checks, and other related components which are based on the specific sensory and/or physical demands of the position. Successful completion of all exams, tests, and checks is a condition of continued employment. Must possess or be able to obtain and retain CPR and First Aid certifications.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.