

CEMETERY MAINTENANCE WORKER

DISTINGUISHING FEATURES OF THE CLASS: This is manual work involving responsibility for performing a variety of routine cemetery operations, maintenance, and repair tasks in a municipal cemetery. Work is performed under general supervision of the Superintendent of Cemetery Grounds.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Prepares graves for burial, lays out grave sites, and opens and closes graves;  
Assists in the setting up of tents and graveside equipment;  
Maintains cemetery grounds, mows lawns, plants and trims shrubbery and trees, removes leaves, trees and stumps, and plows snow;  
Prepares foundations for new monuments and markers;  
Maintains and repairs established monuments and markers;  
Performs minor repair, maintenance and cleaning of cemetery buildings, trucks and equipment;  
Assumes full responsibility for cemetery operations when Superintendent is absent.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of methods, tools and materials used in the maintenance and care of cemetery grounds, buildings and equipment, ability to perform heavy manual labor occasionally under adverse weather conditions; willingness to work at routine tasks; ability to get along well with others; ability to understand and carry out oral and written instructions; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Six months of experience in ordinary manual labor.