

South Jordan City

Job Description

Title: Seasonal Cemetery Maintenance Worker **Effective Date:** 2/12/20
Budget Code: 100550 **FLSA Classification:** Non-Exempt
Pay Grade: S-9 **Workers Comp:** Municipal

This is an “at-will” position. The employee or the City may end the employment relationship at any time, with or without cause or explanation.

GENERAL PURPOSE

Perform a variety of entry-level duties related to the construction, installation, maintenance, upkeep, beautification and repair of the cemetery and other areas as assigned.

SUPERVISOR

Cemetery Sexton

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee’s manager.

Job attendance is required, except for authorized leave.

Perform general cleaning, maintenance, and repairs to, storage facilities, small buildings, benches and other facilities.

Operate small mechanized equipment as needed to maintain buildings and grounds; groom building surroundings; perform winter snow removal.

Empty and clean waste receptacles perform related tasks as needed to maintain clean and attractive facilities. Gather and remove litter.

Perform general facility security tasks; attend special events and activities as required; may provide access to various authorized groups which have scheduled use of facilities, rooms, and equipment.

Operate powered equipment such as mowers, trimmers, edgers, tractors, dump trucks, snow blowers, snow plows, chain saws, sod cutters, chippers etc. Performs routine operator maintenance on equipment, such as cleaning, oiling, lubricating, etc.

Use hand tools such as shovels, rakes, clippers, shears, saws, and axes. Maintain lawns by aerating, mowing, edging, fertilizing, and spraying. Prune and trim trees, shrubs, and hedges. Gather and remove litter, and grave decorations.

Assist in the installation and maintenance of sprinkler systems. Repair or replace broken lines, heads, valves etc.

Locate grave sites according to section, lot, and plot number

Utilize appropriate safety equipment and procedures.

Prepare the cemetery grounds for holiday events.

Educate families and cemetery visitors of cemetery rules.

Perform and prepare gravesites for burial services; opening and closing of graves; maintain and beautify cemetery grounds, and repair graves that have settled.

Mix and spray or spread fertilizers, herbicides, or insecticides using hand or automatic sprayers or spreaders. Remove snow from walks, driveways and parking lots. Spread salt as necessary.

Must be available for multiple weekend burials.

Subject to uncompensated stand-by by rotation for a given event, such as a pending snowstorm event or response to a natural disaster. Must remain in compliance with the City's Drug & Alcohol policies.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

One (1) year of experience in related field preferred.
Graduation from High School or G.E.D preferred.

2. Special Qualifications:

Valid Utah Class D Driver License preferred.

3. Knowledge, Skills and Abilities:

Knowledge of maintenance equipment such as, mowers, , aerators, trimmers, etc landscape and sprinkler system installation (preferred); of hazards and related safety precautions associated with equipment operations; interpersonal communication skills.

Skill in controlling operations of equipment or systems, critical thinking, and talking to others to convey information effectively.

Ability to effectively apply chemicals for the abatement and eradication of noxious weeds and insects.

Ability to communicate both verbally and in writing.

Ability to coordinate two or more limbs, control precision, and to see details at a close range.

Ability to develop effective working relationships with supervisor, subordinates, and the public.

4. Working Conditions:

Tasks require variety of physical activities, such as walking, standing, stooping, sitting, reaching, lifting (40-60lbs), etc. Talking, hearing and seeing are essential to the performance of the job. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, and critical thinking. Frequent local travel may be required.

Daily exposure to weather extremes and seasonal conditions (above 90 F degrees and below 32 F degrees), rain, and snow. Daily exposure to tasks that require protective gear such as safety shoes, protective eye wear, gloves, hard hats, and hearing protection.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Municipal Part Time	EEO-4 Class:	Service/Maint.
Location:	Cemetery	EEOP Class:	Service/Maint.
Group/BU:	Part Time Pay Plan	Tech-Net Match Code:	1235