CEMETERY SEXTON

SUMMARY

Coordinates and oversees the daily operation and maintenance of Oak Ridge Cemetery facilities. Administers day-to-day operations, ground maintenance, and burial-related activities; and performs other work as assigned. This is a full-working level classification.

SUPERVISION RECEIVED

Receives general supervision from the Public Service & Safety Director.

RESPONSIBILITIES AND DUTIES

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

Provide information relating to the administrative functions of a municipal cemetery operation; provide information about services, fees and plot sales; assist with scheduling of internments; provide support in the coordination of funerals; assist grieving families; maintain records; order supplies and equipment; and provide information relating to budget estimates.

Direct and perform the maintenance of landscaped grounds; inspect, mow, weed, trim trees and bushes, and plant vegetation; install, maintain, and repair irrigation sections; apply fertilizers, herbicides, and other lawn and garden chemicals.

Operate hand and power tools such as a push mower, weed eater, shovel, chain saw, etc.; operate light to heavy equipment, which may include a backhoe, dump truck excavator, tractor, riding lawn mower, concrete mixer, etc.

Perform cemetery duties such as funeral set-ups, grave digging, form setting, and pouring of concrete for grave markers, repair broken markers and locate graves; inspect, maintain, and service equipment used for cemetery work. Maintain a class “B” with air brake license endorsement.

Perform general maintenance functions such as moving of furnishings and moving items to and from; perform seasonal assistance to other departments as needed.

Follow all safety rules and procedures established for work areas.

Maintain proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility.

Perform other work as assigned.

REQUIRED QUALIFICATIONS

MINIMUM QUALIFICATIONS: EDUCATION, TRAINING AND EXPERIENCE

**Education:** possession of a high school diploma or GED.

**Experience:** A minimum of two (1) year experience performing grounds keeping work.

**Substitution:** Any satisfactory equivalent combination of education, training, and experience that demonstrates the knowledge, skills, and abilities to perform the duties of the job proficiently may substitute for the above requirements.

**Desirable Qualifications:** Previous experience maintaining a cemetery facility is desirable.

SPECIAL REQUIREMENTS

License: Possession of, or the ability to obtain and retain, a Michigan drivers license, class B with an air brake endorsement by the time of appointment.

SUPERVISORY RESPONSIBILITIES

Employees in this classification are not responsible for directly supervising other employees, but may be responsible for coordinating and directing the work of assigned maintenance support staff.

KNOWLEDGE, SKILLS, AND ABILITIES

**Knowledge Of:**

Modern office practices, and department-specific methods, procedures, policies, and regulations.

The use of office automation, including computers, as well as standard business software.

Office management and secretarial methods and procedures.

Principles and practices of customer service.

Business letter writing.

Basic principles of employee supervision and training.

Basic office record keeping practices.

The operation and maintenance of a variety of hand and power tools, vehicles, and power equipment.

Principles and practices of hazard and safety management.

Basic facility maintenance techniques.

Basic grounds maintenance including the use of fertilizers, sprays, irrigation systems and controllers, etc.

Pertinent federal, state, and local laws, rules, and regulations, including equipment and vehicle procurement policies.

**Ability To:**

Exercise moderate judgement when initiating processes, actions, and alternatives within established procedures and regulations.

Use computers and standard business software to maintain data and prepare a variety of correspondence, forms reports, and other documents.

Maintain a variety of documents, materials, and information.

Read and interpret landscape designs and associated specifications.

Troubleshoot maintenance problems, and determine labor, materials, and supplies required for repair.

Interpret and apply City and Department policies, procedures, rules, and regulations.

Organize work, set priorities, and meet multiple deadlines.

Plan work schedules for crews.

Operate a personal computer and other electronic equipment, including field entry devices and cellular phones.

Effectively communicate verbally in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**(1) Mobility:** Occasional sitting for long periods of time; frequent walking and standing, occasional climbing, bending stooping/kneeling, or crawling. **(2) Lifting:** frequently up to 10 pounds; occasionally up to 75 pounds. **(3) Vision:** constant use of overall; frequent reading and close-up work; occasional color and depth vision. **(4) Dexterity:** frequent use of keyboard; frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. **(5) Hearing/Talking:** frequent hearing and talking, in person and on the phone. **(6) Emotional/Psychological:** occasional working alone.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed in an outdoor setting, with frequent exposure to loud noise and occasional exposure to outdoor weather conditions, solvents, chemicals, and environmental substances; occasionally uses small to distinguish and identify objects; occasionally work in extreme heat and cold.