



Position Description

POSITION TITLE: Cemetery & Parks Maintenance Worker

REPORTS TO: Parks & Facilities Supervisor

EMPLOYMENT CLASSIFICATION: Part-Time

LATEST REVISION DATE: December 18, 2020

DEPARTMENT: Parks/Cemeteries

FLSA CATEGORY: Non-Exempt

PAY TYPE: Hourly, \$12.00 per hour

GENERAL PURPOSE

Performs a variety of skilled and semi-skilled tasks in the city parks and cemeteries.

SUPERVISION RECEIVED

Works under the immediate supervision of the Parks & Facilities Supervisor.

SUPERVISION EXERCISED

None.

FACILITIES/TASKS/PROGRAMS ACCOUNTABLE FOR

- Cemeteries Operations
- City and Park Cemetery mowing operations
- City flower care and planting
- City park building seasonal maintenance
- Fleet management, parks and cemetery
- Cemetery Leaf and snow removal
- City entrances maintenance
- Recreation Trails
- Special projects--new parks and park improvements

ESSENTIAL DUTIES & RESPONSIBILITIES

- Assist with perpetual care flowers program in Pioneers Rest/Calvary and Forest View/Holy Cross cemeteries.
- Administer area for grave marker foundations.



- Assist with grave preparations as required.
- Work with Parks & Recreation Office regarding the sales of lots.
- Organize cemetery records for burials, locations, and purchases.
- Assisting crew with interments.
- Mow city parks and cemeteries.
- Pick up and remove leaves during fall clean up.
- Assist in cutting and trimming street, terrace and park trees throughout the city as needed.
- Collects and disposes of litter from premises.
- Keeps records of work completed.
- Assists with plumbing repairs in city parks and cemetery buildings.
- Maintains current skills & knowledge in the proper and safe techniques of maintenance functions.

DESIRED MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- Graduation from a high school or GED equivalent.
- Two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience. Preferably in a public sector environment.
- Any combination of experience and training which demonstrates the knowledge and experience to perform the work.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Some knowledge of mowing and landscaping equipment
- Skill in the operation of listed tools and equipment
- Ability to work independently and to complete daily activities according to work schedule
- Ability to communicate orally and in writing
- Ability to use equipment and tools properly and safely
- Ability to understand, follow, and transmit written and oral instructions
- Ability to establish effective working relationships with employees, supervisors, and the public

SPECIAL REQUIREMENTS

- Valid Wisconsin Driver's License
- Must be 18 years old at the time of employment.
- Must be a US Citizen

TOOLS AND EQUIPMENT USED

Mower, trimmer, pruner, riding mowers, etc.

PHYSICAL DEMANDS

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 regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, 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 regularly works near moving mechanical parts and in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions, and vibration.

The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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.