

CITY OF SEDALIA, MISSOURI

Job Description



Job Title: CREW LEADER

Department: Cemetery

Supervisor: Cemetery Director

Date: February 2012

FLSA Status: Non-Exempt

Position No. CEM/2

Random Substance Testing: Y

Job Summary:

This position is responsible for leading a crew in the maintenance of the city cemetery and overseeing the digging of graves. In addition, may be required to perform some of the administrative duties of the Cemetery Director in their absence.

Job Scope:

The purpose of this position is to lead a crew in the maintenance of the city cemetery. Successful performance helps ensure the care and maintenance of the cemetery.

Essential Duties and Responsibilities:

1. Answers the telephone; provides information to funeral home personnel.
2. Locates gravesites for monument company; ensures that hole is dug correctly for placement of stone.
3. Sells plots; issues receipts; records sale on file cards for future use.
4. Leads funeral processions through the cemetery.
5. Inspects the cemetery for storm damage, debris, or vandalism.
6. Uses a backhoe and/or shovel to dig graves.
7. Places plywood on ground when moving trucks or equipment to avoid damaging the grounds.
8. Checks fresh graves following rain; replenishes soil as needed.
9. Sets up tents for funeral services, including gravesite rails, chairs, and carpet.
10. Mows grass; trims around tombstones.
11. Picks up seasonal flowers left on graves.

12. Removes dead flowers and tree limbs from cemetery; empties trash barrels.
13. Maintains assigned equipment and tools.
14. Conducts monthly safety meetings for department staff.
15. Sets up government markers as they come in.
16. Hangs and removes flags each day and prepare them for proper storage.
17. Performs other related duties as assigned.

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

Minimum Qualifications:

1. High School diploma or GED
2. 3 years related experience
3. Missouri Class "B" CDL license
4. Missouri drivers license
5. Must successfully complete a pre-employment drug screen and agree to be subject to on-going random drug screen throughout employment.

Necessary Knowledge, Skills, and Abilities:

1. Knowledge of grounds maintenance practices.
2. Knowledge of equipment maintenance.
3. Skill in operating a backhoe, truck, and mower.
4. Skill in using hand tools such as a shovel, rake, and hand tapper.
5. Skill in reading books and maps.
6. Skill in oral and written communication.

Guidelines:

1. Cemetery rules and regulations and safety regulations.
2. City codes and ordinances.
3. These guidelines are generally clear and specific, but may require some interpretation in application.

Complexity:

The work consists of related cemetery maintenance duties. The need to work in inclement weather and small spaces contributes to the complexity of the work.

Principal Working Relationships:

1. Contacts are typically with co-workers, other city employees, veterans, vendors, and funeral home representatives.

Purpose of Contacts:

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

Supervisory and Management Responsibility:

This position has functional supervision over Equipment Operator (3).

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is typically performed while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and may be required to distinguish between shades of color.

Work Environment:

The work is typically performed in an office or outdoors. Work may involve the prolonged use of the telephone and personal computer. The employee may be exposed to noise, dust, dirt, machinery with moving parts, and cold or inclement weather. The work may require the use of protective devices such as hard hats, safety glasses and work boots.