



CITY OF SEDALIA, MISSOURI

Job Description

Job Title:	EQUIPMENT OPERATOR		
Department:	Cemetery		
Supervisor:	Crew Leader		
Date:	February 2012	Position No.	CEM/3
FLSA Status:	Non-Exempt	Random Substance Testing:	Y

Job Summary:

This position is responsible for preparing graves and maintaining the city cemetery. An incumbent in this position may be designated Equipment Operator II.

Job Scope:

The purpose of this position is to maintain the city's cemetery and prepares graves for burials. Successful performance helps ensure that the cemetery is attractive and well maintained.

Essential Duties and Responsibilities:

1. Operates a front loader and backhoe to dig graves.
2. Sets up planks when moving equipment and truck to avoid ground damage.
3. Prepares gravesites for funeral services; sets up tent, carpet, chairs, and lowering device.
4. Mows grass and trims around headstones.
5. Fills graves with dirt and levels.
6. Removes dead and seasonal flowers.
7. Trims trees and bushes; picks up limbs and debris.
8. Maintains department equipment and vehicles, including checking fluid levels and tires; changes oil and tires and makes minor repairs.
9. Sets government markers.
10. Hangs and removes flags each day and prepare them for proper storage.
11. Maintains cemetery roads; removes snow and resurfaces as needed.
12. Assists family members and visitors with locating graves.

13. Picks up litter and empties trash barrels.
14. Cleans out ditches.
15. 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. 1 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 random drug screen throughout employment.

Necessary Knowledge, Skills, and Abilities:

1. Knowledge of safety rules and precautions in equipment operations.
2. Knowledge of cemetery rules and regulations.
3. Skill in carrying out oral and written instructions.
4. Skill in working in adverse weather conditions.
5. Skill in working independently or as a crew member.
6. Skill in performing routine and preventive maintenance on equipment.
7. Skill in operating heavy equipment.
8. Skill in using hand tools such as a shovel and rake.
9. Skill in oral and written communication.

Guidelines:

1. Guidelines include cemetery rules and regulations and safety regulations.
2. City codes and ordinances.
3. Guidelines are generally clear and specific, but may require some interpretation in application.

Complexity:

The work consists of related cemetery maintenance duties connected to maintaining the public right of way. Inclement weather conditions contribute to the complexity of the work.

Principal Working Relationships:

1. Co-workers, funeral directors, family members, vendors, and the general public;
2. Other city employees.

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:

None.

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.