



CITY OF SEDALIA, MISSOURI

Job Description

Job Title:	PT - CEMETERY SERVICE WORKER		
Department:	Cemetery		
Supervisor:	Cemetery Supervision Structure		
Date:	February 2012	Position No.	CEM/04
FLSA Status:	Non-Exempt	Random Substance Testing:	N

Job Summary:

This position is responsible for assisting in performing service and maintenance work for the Public Cemetery.

Job Scope:

The purpose of this position is to assist the Cemetery Department in various job duties for the maintenance and preservation of the Public Cemetery. Successful performance helps ensure the preservation of the Cemetery and promotes a safe environment for the public at large.

Essential Duties and Responsibilities:

1. Operates a weed eater and blower around tombstones, headstones, roadways, etc.
2. Trims and removes trees and brush as directed.
3. Rakes leaves and debris from grounds and ditches.
4. Performs preventative maintenance on tools, equipment, as directed.
5. Washes, and cleans lawn mowing equipment and vehicles as directed.
6. Assists in general maintenance duties of the cemetery as directed.
7. Maintains a clean work area.
8. 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. Minimum of 16 years of age
2. Either have completed High School Diploma or GED or currently enrolled in one
3. Ability to use hand tools, lawn mowers, weed eaters, etc.
4. Missouri drivers license

Necessary Knowledge, Skills, and Abilities:

1. Knowledge of safety precautions.
2. Knowledge of traffic laws.
3. Ability to operate weed eaters, blowers, and various hand tools
4. Ability to read and write.

Guidelines:

1. Missouri Traffic Laws
2. The employee handbook and safety regulations.
3. Guidelines require judgment, selection, and interpretation in application.

Complexity:

The work consists of general maintenance duties. Inclement weather and traffic may contribute to the complexity of the work

Principal Working Relationships:

1. Co-workers, other city employees.

Purpose of Contacts:

Contacts are typically to give or exchange information, provide services and resolve problems,

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 may lift light objects, climbs on and off equipment and uses tools or equipment requiring a high degree of dexterity. The employee may be required to distinguish between shades of color.

Work Environment:

The work is typically performed outdoors. 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, gloves, safety glasses and work boots.