

ROSEBUD COUNTY
Job Description

CLASS TITLE: Cemetery Grounds Keeper (Seasonal)

DEPARTMENT: Cemetery

ACCOUNTABLE TO: Cemetery Supervisor

PRIMARY OBJECTIVE OF POSITION: Under general supervision, performs a variety of skilled and semi-skilled tasks in the upkeep and maintenance of the cemetery; operates a variety of small equipment. Work varies, individual judgment within prescribed standards and procedures required;

ESSENTIAL JOB FUNCTIONS:

- Must be capable of operating a variety of small equipment; work may be performed in undesirable physical conditions of heat, cold, and dampness;
- May be exposed to chemicals, hanta virus, and wasps;
- Duties involve physical work requiring lifting frequently weights up to 50#'s (greater with assistance), crawling, bending, stooping, walking, and climbing;
- Must possess a valid Montana Driver's License.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- Performs a variety of skilled and semi-skilled work as caretaker in the operation and maintenance of the cemetery;
- Operates and maintains a variety of small equipment including trimmers, riding mowers, and tractors;
- Uses a variety of hand and power tools; checks tires, oil, lubricant, water, lights, and fuel to equipment operated.
- Some weekend funerals are held;
- Prepares minimal records of own activities and grave location records;
- Work may be performed in undesirable physical conditions of heat, cold, and dampness;
- Duties involve physical work requiring lifting up to 50#'s (greater with assistance), bending, crawling, and climbing;
- Contacts with others is frequent requiring common courtesy;
- Work performed often requires care and use of proper safety equipment and procedures to prevent injury;
- Performs other duties as assigned.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS: None

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EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Graduation from high school or its equivalent; PLUS
- Some work experience in grounds maintenance with the ability to operate small engine equipment desirable;
- Must be 18 year of age;
- Must possess a valid Montana Driver's License.

EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:

- Assigned cemetery maintenance tasks are completed;
- Performs minor mechanical repair and maintenance of equipment;
- May be exposed to fertilizers, pesticides, insecticides, and keeping accurate records of application dates and procedures followed;
- Performs such other tasks as may be needed.

Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.

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