

## CEMETERY WORKER

### JOB DESCRIPTION

**Classification Responsibilities:** A Cemetery Worker performs unskilled, semiskilled, and skilled tasks related to interment and marker installation work at the City's cemetery. Duties range from skilled operation of a backhoe for precision digging of grave sites, including: grave layout and burial site preparation (i.e., hauling and placing lowering devices), setting markers, pouring concrete borders and pads, and constructing in-ground urn units; covering graves with boards for safety purposes; to semiskilled activities such as: irrigation repair work, maintaining berms to ensure proper water control, maintaining straps and tires on lowering devices, and using a motorized cart to transport lowering devices and canopies to and from grave sites; adjusting and aligning lowering devices over graves, and installing side curtains; tree care, maintenance, and planting of donated trees. An important component of tasks performed by this class is the public contact work involving dealing with grieving individuals. Other cemetery duties include: mowing; trimming; flower removal; cleaning around grave site locations; assisting with special event set ups, and special projects such as exploratory digging in the cemetery expansion area to remove unwanted materials, and excavating and back filling for an archeological dig in the expansion area. This class performs related duties as required.

**Distinguishing Features:** Work is often done independently under the general supervision of the Cemetery Crew Leader, who reviews work through conferences, spot checking, and results achieved. Some work requires prolonged heavy physical exertion under adverse weather conditions. Work may require weekend work to accommodate burial schedules. This class is FLSA nonexempt.

### QUALIFICATIONS

**Minimum Qualifications Required.** Any combination of training, education, or experience equivalent to graduation from high school or GED. Good (1 - 3 years) experience in cemetery or parks grounds, landscaping, golf courses, athletic fields or related facilities and backhoe operation.

**Special Requirements.** None.

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

**Preferred/Desirable Qualifications.** Previous cemetery operations experience is preferred. Experience in public contact work involving the face-to-face exchange of information is highly desirable.

### ESSENTIAL FUNCTIONS

**Communication:** Communicates with the general public, other City employees, vendors, and contractors in order to discuss and complete daily work assignments, verify grave site locations, and complete work orders and interment orders, etc. Completes interment orders, work orders, and equipment inspections in order to effectively document the proper interment process.

**Manual/Physical:** Reviews the work products of others to ensure compliance with standard operating procedures (proper layout for interment and marker process). Inspects, monitors, and/or evaluates information, and work-related conditions relating to the interment process and locations of graves and markers to prevent damage and determine compliance with prescribed operating and safety standards of power equipment. Distinguishes colors to monitor and maintain color-coded sprinkler systems. Detects fuel leaks on power equipment. Detects traffic sounds when working near moving traffic, and backup warning devices when working around moving equipment. Operates power-driven machinery such as: lawn mower, vacuum sweeper, tamper, hand power tools, drills, air tools, etc., to install markers and plaques, and complete interments. Uses common hand tools such as: a hammer, saw, screwdriver, and wrenches to repair equipment. Performs physical inventories of vases, vaults, gas, oil, and fluids. Moves fertilizer pallets from one place to another using a forklift. Digs up ground using a pick, shovel, and spade to install markers. Uses hydraulic lifts and front-end loaders to move objects weighing up to 200 pounds to mix concrete and install markers. Cleans maintenance yard and equipment (mowers, backhoe, and turf vehicles). Works with cleaning fluids and agents, chemicals, pesticides, and insecticides using normal protective equipment to apply pesticides, fertilizers, and pre-emergents. Sets up and removes folding tables, chairs, barricades, traffic cones, and signs to set up for funeral, and direct traffic for funeral services. Works in a variety of weather conditions, and in small, cramped areas while performing interments. Meets scheduling and attendance requirements.

**Mental:** Plans, organizes, and/or directs interments and marker installations. Prioritizes work and interment schedules. Resolves procedural and operational work-related problems by determining interment set up and traffic flow. Coordinates work activities with other cemetery tasks.

**Knowledge and Abilities:**

Knowledge of:

operation and servicing of the backhoe, and the capabilities, limitations, and safe operating characteristics other equipment used in cemetery operations; and irrigation procedures, and basic irrigation and sprinkler repair.

Ability to:

respond appropriately to members of the public who are grieving and are upset about the maintenance and appearance of grave sites and related issues;  
perform the unpleasant task of disinterment; and  
effectively perform work assignments in accordance with oral and written instructions.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 5/15

TO/co/pa

CS3744.DOCX

EEO-S/M

NDOT SAFETY-Yes

NDOT RANDOM-No

DOT SAFETY-No

RESP-No

JOB FCTN-TRA

INCREMENTS 62-200

PAY GRADE: 42

SECURITY-No

CDL-No

IND-9220

SWORN-No