

**City of Sallisaw
Job Description**

Job Title: Cemetery Grounds Maintenance

Exempt (Y/N): No
Date: September 2004

Department: Park
Reports To: Park Superintendent

SUMMARY

The incumbent is responsible for caring for and maintaining the city cemetery.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Maintains the cemetery grounds (mow, weed eat).
2. Supervises employees assigned to the cemetery, such as seasonal or part-time.
3. Maintains mowing and edging equipment.
4. Locates graves to be opened for services. Opens and closes graves.
5. Assists the public in locating graves.
6. Responsible for working with the public, funeral homes and monument providers to insure the proper placement of graves, as well as permanent headstone and footstones.
7. Responsible for insuring that cemetery rules and regulations are followed.
8. Performs duties related to the park department during the non-mowing season.
9. Perform other duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED). One-year experience with small mowing equipment.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and cemetery rules and regulations.

INTERNAL AND EXTERNAL COMMUNICATION

Contacts occasionally with others beyond immediate associates, but generally of a routine nature. Occasional routine contacts with persons outside the organization.

MATHEMATICAL SKILLS

Ability to perform basic math (add, subtract, multiply and divide).

REASONING ABILITY

Ability to solve practical problems. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid Oklahoma state driver's license, with driving record suitable to the City's insurance carrier.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use of hands; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this position include; distance and color vision, depth perception, peripheral vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this position the incumbent is exposed to outdoor weather conditions, extreme heat and cold. The incumbent works near moving mechanical parts, is at risk of vibration. The noise level in the work environment is usually loud. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

** A pre-employment drug test is required. Successful applicant must reside within a 20-minute response time to the city limits of the City of Sallisaw, Sallisaw, Oklahoma.

Approved:  Date: 6/7/11
City Manager