

## SEASONAL CEMETERY LABORER

### **Position Purpose:**

The purpose of this position is to assist in keeping the Town cemeteries maintained, and performing manual work assisting the Cemetery with projects as needed. Performs all other related work as required. The Seasonal Cemetery Laborer is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under the direction of the Cemetery Trustees. The primary duties and responsibilities of the cemetery laborer is to maintain the buildings and grounds of the cemeteries within the Town of Merrimac.

### **Supervision:**

*Supervision Scope:* Functions are generally well defined and limited in scope but may involve some judgment and initiative in determining method of completion.

*Supervision Received:* Works under the general supervision of the Cemetery Trustees referring all questionable cases and problems to the Trustees.

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### **Job Environment:**

The majority of work is performed outdoors with exposure to temperature extremes and inclement weather. Incumbent is subject to the hazards associated with construction sites. Work environment is very loud. On-call for emergencies and stand-by operations.

Regularly may operate equipment such as light duty trucks, mowers, and hand/power/pneumatic tools.

### **Essential Functions:**

*(Essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed the omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

Performs grounds maintenance for town cemeteries which involves seeding, fertilizing, mowing and care of lawns, shrubbery, trees and flower beds; trimming and cutting hedges, shrubs, bushes and trees; chipping wood and brush; digging and raking; leaf removal, and picking up debris as needed.

Operates and maintains power saws, brush cutters and other tools and equipment used in performing maintenance in public grounds and grinds and sharpens tools and cutting blades, etc.

Locates and marks graves

May assist in the digging of the graves by Cemetery Laborer or Highway employee or private contractor, as directed by the Cemetery Trustees.

Maintains cemetery grounds and assists in burials, including assisting with the covering graves.

Provides maintenance and upkeep of the shop updating maps as necessary

Maintains the cemetery maintenance building and tomb building as necessary.

Cleans shop and vehicles.

Coordinates requests from funeral directors to ensure that burial ceremonies are accomplished in a dignified manner.

Empties cemetery trash barrels.

May, when necessary, perform manual labor for all public works projects including constructing and repairing storm drains, streets, sidewalks, parking lots, and other special projects with prior approval of the Cemetery Trustees.

Performs road maintenance.

Performs circle checks of vehicles, performs routine maintenance (including, but not limited to checking oil, grease, etc.) and minor repairs to equipment and vehicles and notifies Cemetery Trustees of equipment malfunctions requiring more substantial maintenance.

Drives all-terrain vehicle and Lawn Maintenance Equipment.

Performs equipment operation and labor duties in accordance with applicable safety regulations.

**Recommended Minimum Qualifications:**

**Education, Training and Experience:**

High school graduation; or any equivalent combination of education and experience.

**Hours:** Twenty (20) hours per week mid - May thru September. Seasonal Cemetery Laborer must be flexible with work schedule as the work schedule may be dictated by weather.

**Special Requirements:**

The position is subject Town of Merrimac personnel policies including, but not limited to, Drug Testing Policy – Non-CDL Licensed Employees.

**Knowledge, Ability and Skill:**

*Knowledge:* Knowledge of cemetery procedures and maintenance; Basic knowledge of the materials, methods and techniques relative to public works projects/programs. Knowledge of equipment operation.

*Ability:* Ability to follow detailed oral and written instructions given by supervisor. Ability to make minor repairs and adjustments to equipment operated. Ability to communicate effectively verbally. Ability to follow proper methods, procedures and safety precautions.

*Skill:* Skill in operating above mentioned equipment.

**Physical Requirements:**

*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.*

The employee is required to perform heavy manual labor under varying weather conditions for long periods of time and to drive heavy equipment for long periods of time during all types of weather conditions. Employee is required to stand, walk, sit, and hear for extended periods. Employee is required to traverse uneven terrain. Frequently required use hands to finger, handle, or feel objects, tools, or controls; reaches with hands and arms; stoops, kneels, climbs and crawls. Specific vision abilities required include close, distance, and peripheral vision and the ability to adjust focus. Incumbent must be able to hear normal sounds, distinguish sound as voice patterns and verbally communicate. Frequently lifts more than 100 lbs. Regular and sustained periods of strenuous physical exertion, requiring ability to lift, carry and position heavy objects utilizing proper body mechanics and techniques.

**Compensation:**

*(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)*