TOWN OF MERRIMAC
DEPARTMENT OF PUBLIC WORKS
2 School St.
Merrimac, MA 01860
978-346-0612

HIGHWAY DEPARTMENT
JOB OPENING

October 14, 2026

Town of Merrimac has a vacancy for a **Cemetery Coordinator Laborer,** effective October 14, 2026. Pay rate of $28.79/hour, 40 hours per week.

Application deadline: Until Filled

Must have **valid Class B CDL license and Medical Examiner's Certificate**.

Job applications can be obtained on the Town of Merrimac Website, www.TownofMerrimac.com, under Employment Opportunities. Please submit applications to DPW Director at bordung@townofmerrimac.com.

Posting updated 10/29/26.

CEMETERY COORDINATOR/LABORER

Position Purpose:
The purpose of this position is to keep the Town cemeteries maintained, administer burial records and perform manual work assisting in all Highway Department construction, maintenance and repair projects. Performs all other related work as required. The Cemetery Coordinator/Laborer is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

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 Highway Superintendent referring all questionable cases and problems to the supervisor.

Supervision Given: None.

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 dump trucks, light duty trucks, mowers, sander, snow plow and hand/power/pneumatic tools.

Interacts with funeral homes, monument and vault companies and the general public. Communicates in person and involves an information exchange dialogue.

Errors may result in time loss and delay, cause damage to buildings and/or equipment, result in serious personal injury and injury to others and have monetary repercussions.

Essential Functions:
(The 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 and the library which involves mowing, trimming, 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.

Maintains cemetery records and assists in burials.

Provides maintenance and upkeep of the shop and employee office with proper filing of foundation request forms, burial request records, updating maps as necessary and signing of burial permits.

Paints and maintains the cemetery maintenance building and tomb building as necessary.

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

Lays out and installs memorials and monument foundations.

Assists the Highway crew in snow removal and with winter maintenance.

Operates equipment and performs manual labor for all public works projects including constructing and repairing storm drains, streets, sidewalks, parking lots, and other special projects.

Performs routine maintenance and minor repairs to equipment and vehicles and notifies supervisor of equipment malfunctions requiring more substantial maintenance.

Operates vehicles providing roadway snow removal and sanding; may plow sidewalks, municipal parking lots and schoolyard.

Performs equipment operation and general labor duties, such as: paving/patching roadways and sidewalks; cleaning, repairing and installing drains, catch basins and culverts; assisting in painting rooms, moving, transporting furniture; and setting up tables and chairs for special town function.

Drives snow plowing equipment, hauling, shovels snow and salts roads.

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

Responds to after hour weather emergencies to operate snow plowing/removal equipment and performs other related operations and general labor duties.

Performs similar or related duties as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:
High school graduation; three years of experience as a Cemetery Coordinator preferred; or any equivalent combination of education and experience.

Special Requirements:
Possession of a valid C.D.L. Class B license.

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 with supervisor. 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.

(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.)