

CITY OF DAYTON

POSITION DESCRIPTION

JOB TITLE: Cemetery Maintenance

STATUS: Full Time

REPORTS TO: Public Works Superintendent

CLASS: Non-Exempt

ACCOUNTABILITIES:

1. Mow cemetery grass to maintain neat appearance.
2. Trim and prune trees and shrubbery as required. Collect cuttings and remove.
3. Maintain a watering sequence. Involves timing and moving about fifty sprinkler heads 2-3 times per day. Perform maintenance and replacement on underground pipe system and hoses as necessary.
4. Remove debris caused by high winds.
5. Identify graves for the general public as needed. Show buyers available sites.
6. Straighten/restore settled or fallen monuments.
7. Trim grass/weeds around markers, watering pipes and trees with weed-eater.
8. Maintain cemetery equipment - mowers, tow pickups, backhoe and one-ton. Change oils in mowers weekly, others as required. Clean mower filters daily.
9. Supervise seasonal crew in mowing, watering and general maintenance.
10. Other duties as required by supervisor.

SKILLS REQUIRED: Landscape maintenance; ability to deal with the public effectively.

PHYSICAL DEMANDS: The physical demands described here are representatives 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 frequently required to walk; use hands to finger, handle, or feel objects, tools, or controls; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to stand, sit, and reach with hands and arms.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.