



Job Description: Assistant Cemetery Custodian

JOB DESCRIPTION SUMMARY:

Performs a variety of administrative, technical, and maintenance work in the planning, construction, operation, maintenance of the City of Kimball cemetery.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Under general supervision, responsible for assisting in the operation of the city cemetery by scheduling burials, coordinating the sale of grave plots and plot ownership with the City Clerk;
- Orders graves opened and closed;
- Directs and participates in the recording of all burials; receives and processes burial permits; researches old burial records, checks lots and gives grave locations;
- Performs administrative duties including the preparation and administration of the cemetery's budget, records, work orders, purchasing, and inventory;
- Performs a variety of public relations and marketing duties which include providing assistance in site selection and payment; consults with bereaved families as required;
- Recommends pricing for burial plots assists in drafting ordinances, related to cemetery operations
- Plans, organizes and directs the layout, operation and maintenance of cemetery grounds;
- Directs equipment operators and maintenance workers assigned to cemetery duty.
- Provides recommendations regarding equipment purchases and requisitions all supplies and materials needed for effective cemetery operation;
- Insures the proper maintenance of equipment and tools by supervising and participating in cleaning and checking equipment and tools after use;
- Oversees the safety of assigned maintenance workers and equipment operators by instructing individuals in proper safety procedures and monitoring work in progress.
- Operates a variety of power construction and maintenance equipment used in the cemetery, as required.
- Maintains cemetery grounds; repairs graves that have settled, applies fertilizers and weed killers; installs and repairs sprinkler system; clears snow in the winter.
- Serves on various employee or other committees as assigned.
- Performs other duties as required

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from high school education or GED equivalent, and
- To (2) years of experience relating to the construction, repair and maintenance of cemetery or related systems, including the operation of related maintenance equipment,
- Or any combination of education and experience

Necessary knowledge, Skills and Abilities:

- Knowledge of equipment, facilities, materials, methods and procedures used in cemetery systems
- Knowledge of laws and ordinances affecting cemetery operations and the real estate laws affecting cemetery plots preferred
- Knowledge of landscaping methods, techniques and materials.
- Skill in operation of tools and equipment.
- Ability to guide, direct and motivate assigned employees;
- Ability to operate and maintain various equipment used in cemetery maintenance and repair; Ability to organize and supervise the activities of various crews;
- Ability to communicate effectively, verbally and in writing;
- Ability to establish and maintain effective working relationships with employees, other departments and the public.

SUPERVISION RECEIVED:

Works under the general supervision of the Cemetery Supervisor or designated supervisor

SUPERVISION EXERCISED

Exercises close supervision over assigned maintenance workers and equipment operators.

SPECIAL REQUIREMENTS

- Valid Nebraska driver's license, or ability to obtain one.
- Ability to obtain additional certifications including, but not limited to, Nebraska Pesticide Applicator Certification.

TOOLS AND EQUIPMENT USED

Knowledge of operation and use of motorized vehicles and equipment, including dump truck, pickup truck, utility truck, backhoe, tamper, plate compactor, saws, pumps, compressors, sanders, trencher, common hand and power tools, shovels, wrenches. Skill in use of mobile radio, phone, personal computer including word processing and other software, copy and fax machine.

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 use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview, reference and background check; job related tests may be required including drug testing.

The duties listed above 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.

The 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.

FLSA Status: Non-Exempt

Pay Grade: 14

