

**Class Title:** Cemetery Worker

**Accountable To:** County Commissioners

**Primary Objective of Position:** Under general supervision, performs a variety of skilled and semi-skilled tasks in the maintenance of the cemetery; operates a variety of small equipment and light duty trucks. Work varies, individual judgement within prescribed standards and procedures required;

**Essential Job Functions:** Must be capable of operating a variety of small equipment; work may be performed in undesirable physical conditions of heat, cold, and dampness; duties involve physical work requiring lifting, frequently involving weights of 75#'s (greater with assistance), crawling, bending, stooping, walking, and climbing; Must possess a valid Montana Driver's License.

**Major Areas of Accountability and Performance:** Performs a variety of skilled and semi-skilled work as caretaker in the operation of equipment including a backhoe, mowers, and a dump truck; uses a variety of hand and power tools; performs minor maintenance on equipment, checks, tires, oil, lubricant, water, lights, and fuel to equipment operated.

Maintains the sprinkler system, pumps, opens and closes graves; some weekend funerals are held; works with families, funeral parlors, and others in assisting in locating graves.

Prepares minimal records of own activities and grave location records; work may be performed in undesirable physical conditions of heat, cold, and dampness; duties involve physical work requiring lifting of 75#'s (greater with assistance), bending, crawling, and climbing; contacts with others is frequent requiring common courtesy, relaying of information, dealing with the public, funeral parlors, and others often requiring tact and diplomacy; work performed often requires care and use of proper safety equipment and procedures to prevent injury.

**Supervision – Responsibility for Work of Others:** Generally none, however may supervise part time personnel as assigned.

**Education, Training, and Experience Requirements:** Graduation from high school or its equivalent plus some experience in grounds maintenance with the ability to operate small engine equipment desirable. Must possess a valid Montana Driver's License.

**Examples of Performance Criteria and Expectations:** Assigned cemetery maintenance tasks are completed;

May perform minor mechanical repair and maintenance of equipment assigned;

Follows oral and written instructions; and performs such other tasks as may be assigned.