Village of Weston, Ohio

**Employee Job Description**

Job Title:

Part-Time Seasonal Cemetery Maintenance

Reports to:

Cemetery Sexton

Hours:
Part-Time Seasonal, not to exceed 40 hours/week, capped at 800 hours/year\*
*\*Shared if multiple employees*

Summary:

Under supervision of the Cemetery Sexton, performs a variety of groundskeeping maintenance including, but not limited to; mowing, weed eating, tree trimming, foundation installation, operating lawn care equipment, and cemetery cleanup.

Primary Job Function:

The primary responsibility of the Cemetery Maintenance worker is general cemetery groundskeeping including, but not limited to, mowing grass, weed eating, tree/shrub trimming, and removing trash.

Other Responsibilities:

Other intermittent responsibilities of the cemetery maintenance worker are under the request of the Cemetery Sexton, if/when needed:

* Storm damage removal/clean up
* Occasional application of herbicide under direction of Pesticide License holder
* Work funerals on weekdays, weekends, and holidays, if needed by Cemetery Sexton
* Cleaning, maintaining, and repairing equipment including vehicles, mowers, weed eaters, saws, pruners and other small engines
* With the Cemetery Sexton, install monument foundations including marking/layout area, digging manually with shovel, building foundation forms, pouring, and finishing concrete

Knowledge:

**Education:** High School Diploma or GED equivalent required

**Experience:** At least 6 months of grounds keeping, or landscaping experience preferred. Experience with lawn and garden equipment required.

**Special Requirements:** Valid Ohio driver’s license, and be insurable under the Village’s insurance carrier, and will be subject to periodic review of driving record through Ohio BMV

Skills and Abilities:

**Physical Demands:**

* While performing the duties of this job, the employee(s) will require sufficient physical ability and mobility to walk, stand and sit for prolonged periods of time.
* Require to frequently stoop, bend, kneel, crouch, crawl, climb, twist, grasp, and make repetitive hand movements
* Exposure to all types of weather and temperature conditions
* Work and/or walk on various types of surfaces, including slippery or uneven surfaces and rough terrain
* Exposure to noise, dust, grease, smoke, fumes, chemicals, mechanical parts, vibrations, allergens
* Require use of hands to operate tools and equipment
* Require operation of assigned equipment
* Require specific vision abilities including close vision, distant vision, depth perception and ability to adjust focus with or without correction

**Skills:**

* Knowledge and ability to operate and maintain common power tools, hand tools, mower, weed eater, and other small engine equipment
* Knowledge of basic maintenance procedures and practices used in the field
* Knowledge of safe work practices and policies
* Ability to work in inclement weather and extreme temperatures
* Ability to work independently or in small groups while performing semi-skilled grounds and equipment maintenance and repair work
* Ability to read and interpret a variety of instructions and documents in written, oral, diagram or schedule form,
* Ability to communicate clearly and concisely, both orally and in writing
* Ability to establish and maintain effective working relationships with peers and supervisors
* Ability to deal courteously and diplomatically with the general public

*The Cemetery Board of Trustees retains the right to add or change the duties of this position at any time. Employee(s) may not perform all the duties and/or may be required to perform additional or different duties to address business needs and changing practices.*

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Employee Acknowledgement Date