

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.