

CITY OF NICHOLASVILLE
POSITION DESCRIPTION

Class Title: Cemetery Equipment Operator

Dept/Div: Cemetery/Administration

Supervisor: Cemetery/Maintenance Superintendent

Supervises: May supervise all personnel assigned to the division in the absence of a higher authority.

Grade: 24

Class Characteristics: Under general supervision, operates equipment assigned to division while assisting with performing the operation and maintenance of the cemetery and other city owned buildings and grounds; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Operates equipment (backhoe, dump truck, tractors, mowing equipment, weed-eaters, and manual tools in maintaining the city cemetery and other city owned properties.
2. Assists in measuring, digging and closing of graves; sets foundations for grave markers and monuments; assists individuals in locating lots or graves.
3. Maintains cemetery by cutting trees and tree limbs; fertilizes grass, removes flowers, trash or other debris as needed, rakes and disposes of leaves.
4. Maintains sidewalks, parking lots and entry-ways in winter weather by removing ice and snow.
5. Performs mowing and weed-eating of city grounds and assists with watering of summer flowers.
6. Assists with light maintenance of city buildings, checks and replaces light bulbs, does minor construction projects, informs Superintendent of any major issues as observed.
7. Performs proper maintenance (including preventive maintenance) on vehicle and equipment as scheduled; detects malfunctions in equipment; makes minor repairs and recommends major repairs to supervisor.
8. Maintains clean and sanitary vehicle and /or equipment.
9. Assists other crews, divisions and departments as requested.

Non-essential: None.

DESIRABLE QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent (GED) supplemented by three years work experience.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of the equipment, methods, practices and procedures used in the operation and maintenance of the cemetery.
2. Knowledge of operating characteristics, servicing requirements, work hazards and applicable safety precautions associated with vehicles, equipment and tools.
3. Knowledge of building maintenance
4. Knowledge of routine grounds-keeping.

Abilities:

1. Ability to operate division equipment properly.
2. Ability to recognize operating deficiencies and make minor operating adjustments independently.
3. Ability to follow oral and written instructions.
4. Ability to perform heavy labor for extended periods of time, often under adverse weather conditions.
5. Possess mechanical aptitude, manual dexterity, and good physical condition.

ADDITIONAL REQUIREMENTS

Instructions: Somewhat general; many aspects of work covered specifically, but must use own judgment most of the time.

Processes: Must occasionally consider different courses of action, or deviate from standard operating procedures, to get the job done.

Review of Work: Work is reviewed as it is being completed.

Analytical Requirements: Problems require analysis based on precedent.

Physical Demands of the Job: Work is performed primarily outdoors regardless of weather conditions. Must lift heavy objects (more than 25 pounds); must operate vehicle and equipment as a job requirement; exposed to machinery and its moving parts; exposed to high places, confined spaces; must use ladders and stairs; exposed to fumes, chemicals and toxic substances.

Tools and/or Equipment Used: Backhoe, tractor, pick-up, mowers, small motorized equipment, manual tools.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Limited use of confidential information.

Mental Effort: Moderate/heavy

Interruptions: Few.

Special Licensing Requirements: Must possess and maintain a valid driver's license issued by the Commonwealth of Kentucky; may be required to obtain and maintain commercial driver's license.

Certification Requirements: None.

Additional Requirements: Must be able to work on weekends.

Overtime Provision: Non-exempt.