

# CITY OF BROOKSVILLE

## JOB DESCRIPTION

<b>CLASSIFICATION:</b>	Cemetery Attendant II	<b>STATUS:</b>	Hourly
<b>DEPARTMENT:</b>	City Manager's Office	<b>PAYGRADE:</b>	579

**POSITION SUMMARY:** The Cemetery Attendant II is responsible for assisting in the maintenance and/or repair of the City Cemetery and other facilities utilizing manual and semi skilled tasks and/or various types of specialized equipment. This position requires the application of people skills and the responsibility to enforce policy and procedures that relate to the operation of the cemetery. Work is reviewed through personal inspection and observation of compliance with established work guidelines and schedules by the Supervisor. May be scheduled nights, weekends and Holidays, and subject to call out. Position is supervised by the Cemetery Sexton. Qualifications and a summary of duties and responsibilities are set forth below.

### ESSENTIAL JOB FUNCTIONS:

- Assist with the maintenance of the burial grounds and performs general grounds keeping.
- Establish and stakes out burial spaces.
- Assist with maintaining and the data entry of financial and other cemetery records/permits.
- Assist with the maintenance of trees, shrubs, plants, and flowers in the City nursery.
- Pick up trash containers and cleans restrooms.
- Performs minor carpentry and repair work; builds and repairs fences, tables, benches, swings, etc. and maintain/repair irrigation system.
- Work safely, diligently and responsibly at completing assigned duties.
- Perform other duties not specifically enumerated within the job functions listed above as may be required at the discretion of the City.

### KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to follow directions, perform assigned duties timely and effectively while working carefully and complying with safety rules.
- Knowledge of operational characteristics of assigned equipment and of safe handling techniques and related occupational hazards.
- Skill in the operation of assigned equipment.

- Ability to work under extreme adverse weather conditions.
- Ability to read, comprehends, implement and complete written and/or oral directions.
- Ability to project and maintain a good public image, and provide excellent customer service to the public, able to deal courteously and efficiently and interact effectively with public, coworkers and supervisor.
- Ability to follow directions and complete assignments accurately and on time.
- Willingness and ability to exercise sound judgment, and perform at an acceptable level of efficiency and productivity.
- Actively support the Department's and the City's goals, programs, and objectives.
- Ability to work independently and confidentially without close supervision.
- Ability to read, comprehend, implement, and complete written and/or oral directions in English.
- Ability to maintain an acceptable attendance record.
- Willingness and ability to comply with the City's regulations and procedures.

## **QUALIFICATIONS:**

### **Minimum:**

Education: High School diploma or GED

Licensed Certification or Registration: Valid Florida Drivers License and be insurable by the City's current insurance carrier.

Experience: One (1) year of experience working as a Cemetery Attendant or like position.

Essential Physical Skills: Use of both arms, legs, and hands with majority of fingers, good vision (corrected), good hearing (corrected), ability to lift and load 45lbs., walking, standing, crawling, squatting, kneeling, bending, pushing, balancing, climbing and stooping.

Environmental Conditions: Constant work outside, alone or closely with others in or with moving objects, during adverse weather conditions, high noise, vibrations and excessive unpleasant odors.

Equipment Utilized: Small Tools (i.e., wrenches, screwdrivers, pitchfork, shovel, etc.), Carpentry Tools (i.e., screwdrivers, skill saw, etc.), vehicle, tractors, runabouts, push mowers, gas trimmers, and gas blowers.

**Preferred:**

Education: Specialized training in applicable trades.

Licensed Certification or Registration: Florida Commercial Driver's License Class "B" with a passenger endorsement.

Experience: Landscaping or other related training. Maintenance of cemetery grounds.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

<b><u>HR INFORMATION</u></b>	
<b>REVISION DATE:</b>	<b>March 6, 2020</b>
<b>FLSA STATUS: Non-Exempt</b>	<b>EEO CATEGORY: W/C CODE:</b>
<b>PAY GRADE:579</b>	<b>SALARY RANGE: \$10.36 - \$15.96</b>