

# **PUBLIC WORKS / PARKS / CEMETERY EMPLOYEE**

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## **PURPOSE OF POSITION**

The position works with the Parks and Cemetery Departments. This position assists all aspects of Public Works, including Streets, Sanitation, Water, and Wastewater Departments as needed. Duties include all aspects of sanitation department, street maintenance work, assistance in the maintenance of the municipal water and wastewater treatment system along with the maintenance of parks and cemeteries. This position will have daily duties as determined by the needs of the Public Works Director.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The duties listed below are only intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related and/or a logical assignment to the classification.*

1. Maintain landscaped grounds; inspect, mow, weed, trim trees and bushes, plant vegetation, apply fertilizers, herbicides, and other lawn and garden chemicals.
2. Operate hand and power tools such as a push mower, weed eater, shovel, chain saw, etc.; operate light to heavy equipment, which may include a backhoe, dump truck, excavator, tractor, riding lawn mower, UTV, concrete mixer, etc.
3. Manage the administrative functions of a municipal cemetery operation; provide information about services and fees; schedule internments; coordinate funerals; assist grieving families; maintain records; order supplies and equipment; and prepare budget estimates.
4. Perform cemetery duties such as funeral set-ups, grave locating, grave digging; inspect, maintain, and service equipment used for cemetery work; drive a utility truck.
5. Clean buildings and facilities, landscape areas, playground equipment, bleachers, picnic tables.
6. Empty refuse containers, clean and stock restroom products at each facility; open and close restrooms by locking and unlocking doors.
7. Report any facility problems, vandalism, or illegal activity to the Public Works Director.
8. Assist the Street Department with snow removal in winter months.
9. Any other job functions as deemed by the City Administrator or Public Works Director.

## **QUALIFICATIONS FOR APPOINTMENT**

### Required Knowledge, Skills, and Abilities:

Must be able to adapt to a wide variety of work-related requirements in street, water, sewer and park/recreation operations. Must possess ability to perform heavy manual labor; to follow oral and written instructions; to keep accurate records; to work outside in all types of weather conditions.

## **MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

### **Physical Requirements**

Job requires occasional to frequent periods of strength, involving moving and lifting objects weighing up to 150 lbs. Regular physical activity involving climbing, balancing, stooping, kneeling, crouching, and reaching. Normal talking and hearing ability. Requires corrected clarity of vision 20' or less and 20' or more with high degrees of depth perception and field of vision. Moderate exposure to temperature changes, humidity, noise, and vibration. Job requires eye/hand/foot coordination, manual and finger dexterity, motor coordination, clerical, forms, and numerical perception.

### **TOOLS AND EQUIPMENT USED:**

Motorized vehicles and equipment such as riding lawn mowers, push mower, weed eater, shovel, leaf blower, chain saw, backhoe, dump truck, excavator, tractor, skid loader, UTV, sod cutters, concrete mixer, snowplow, chipper, tamper, plate compactor, common hand and power tools, mobile radio, phone, computer.

Must have skill and practice safety in operation of city owned motorized equipment.

### **QUALIFICATIONS FOR APPOINTMENT**

Must be able to adapt to a wide variety of work related to the requirements of all city operations. Must possess ability to perform heavy manual labor; to follow oral and written instructions; to keep accurate records; to work outside in all types of weather conditions.

Follow all safety rules and procedures established for work areas.

Class B CDL with Air Brake Endorsement required within 6 months of employment.

Commercial Pesticide License required within 6 months of employment.

The City of Jefferson is an Equal Opportunity Employer, in compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.