

Uintah County

Job Description



| | | | |
|--------------------|-----------------|------------------------|-------|
| Title: | Groundskeeper I | Code: | 706-1 |
| Division: | Operations | Effective Date: | 1/09 |
| Department: | Cemetery | Last Revised: | 1/09 |
| FLSA Cat: | Non-Exempt | Pay Grade: | 15 |

GENERAL PURPOSE

Performs a variety of **entry level, field maintenance and operations duties** as needed to perform all phases of cemetery operations, i.e., burials, cemetery turf management and beautification.

SUPERVISION RECEIVED

Works under close to general supervision of the Cemetery Manager.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Performs various field duties such as mowing and trimming of grass, removal of weeds, pruning and care of trees and shrubs; raises and straightens headstones and markers; raises sunken graves.

Assists in the operation of backhoe and other equipment, opens graves, closes graves; assists with disinterments and reinterments when necessary.

Assists with funerals by directing procession.

Operates a variety of equipment including dump truck, lawn mowers, snow blowers, tamping machines, weed eaters etc.; performs routine maintenance of equipment.

Performs mowing and watering of cemetery turf; carries out supplemental irrigation to sustain or force growth; perform routine maintenance of automated sprinkler systems.

Performs seasonal duties such as snow removal, snow plowing, etc.; operates equipment to perform maintenance functions as needed.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school;
- AND
- B. No experience necessary;

2. Knowledge, Skills, and Abilities:

Some knowledge of equipment such as backhoe, loader, dump truck, mowers, tractor, etc.; of hazards and related safety precautions associated with equipment operations; of herbicides, and fungicides, and proper application of the same; of turf and greens management; of interpersonal communication skills.

Skill in the operation of various types of light equipment such as gang mower.

Ability to communicate effectively, verbally and in writing; develop effective working relationships with supervisor, subordinates, and the public.

3. Special Qualifications:

None.

4. Work Environment:

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing and seeing essential to the performance of the job. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, discriminating thinking. Frequent local travel required in normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)