

## **MAINTENANCE TECH III – PARK/CEMETERY SEXTON ASSISTANT**

Job Description

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### GENERAL STATEMENT OF DUTIES

The Maintenance Tech III-Park/Cemetery Sexton Assistant is a skilled and technical position. This position supervises the immediate performance and care of cemetery maintenance and general construction work. This may involve supervising and performing maintenance and construction work for the cemetery, parks, facilities, pool, and other related areas, and other duties as assigned by the Public Works Superintendent or City Manager.

### SUPERVISION RECEIVED

The Maintenance Tech III-Park/Cemetery Sexton Assistant works under the general supervision of the City Manager and direct supervision of the Public Works Superintendent/Cemetery Sexton. This position exercises independent judgment in carrying out the details of the work program and is responsible for results achieved.

### SUPERVISION EXERCISED

The Maintenance Tech III-Park/Cemetery Sexton Assistant supervises maintenance and Park seasonal employees.

### EXAMPLES OF DUTIES

The following examples are meant to be illustrative only and are not intended to be all-inclusive:

- Supervise and assist in the performance of a wide variety of tasks relating to maintenance work in the cemetery, parks, and grounds development, and maintenance repairs involving carpentry, painting, plumbing and ordinary electrical work
- Supervise and assist in the construction of new roads and marking out new blocks and lots in the cemetery
- Perform all grave digging in the cemetery
- Remove snow from cemetery roads and City Hall parking lot and sidewalks
- Operate all motorized equipment such as pick-up, dump truck, tractor, backhoe, snowplows, and similar equipment
- Perform routine service and maintenance on motor vehicles and equipment
- Supervise and assist in the cleaning of the cemetery, parks, city buildings and grounds, swimming pool buildings and grounds, and other public facilities as required
- Supervise in perform work in the planting, cultivation, care and treatment of shrubs, flowers, lawns, and trees
- Supervise and assist with mowing, raking, trimming, edging, fertilizing, and water of parks, public grounds, and cemetery turf

- Supervise and install sprinkler systems on all public grounds
- Supervise and instruct others in the use, care, and maintenance of turf equipment as well as power and hand tools
- Prepare work schedule, train, and evaluate subordinates
- Assure that employees are equipped with proper safety apparel and equipment and in compliance with safety standards set forth by the City
- Work closely with Public Works Superintendent in regard to budget preparation and requisition for payment of bills related to parks, cemetery, city grounds maintenance, and operations
- Work closely with Maintenance Tech I and Tech II and must have thorough understanding of cemetery operations as well as parks operations
- Work closely with Public Works Superintendent in regard to budget preparation and requisition for payment of bills related to parks, cemetery city grounds maintenance and operations
- Required to perform weekend, on-call and holiday work when necessary

#### REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of cemetery, parks and building maintenance including sprinkler systems, planting and pruning of trees and shrubs as well as care of trees, shrubs, and turf
- Skill in use of tools and equipment used in the cemetery, park and building maintenance
- Knowledge of basic skills in construction and repair, including carpentry, plumbing, painting, cement work, irrigation systems, and electricity
- Knowledge of the operation maintenance and repair of lawn mowers, tractors and all other equipment used in parks, grounds and cemetery operations
- Ability to instruct and supervise employees to perform a wide variety of tasks related to parks, grounds, maintenance and construction work
- Ability to understand and follow verbal and written instructions with limited supervision
- Ability to locate and dig graves as requested
- Skilled in the operation of a wide variety of medium to heavy equipment
- Ability to establish and maintain accurate cemetery records and reports
- Ability to establish and maintain effective working relationship with other employees, city officials, and the general public, through written and oral communications

#### DESIRABLE EDUCATION, TRAINING, AND EXPERIENCE

- High school graduate or GED
- Experience in cemetery, park maintenance, or operation of park grounds, building, and/or operate heavy equipment helpful

- Supervisory experience a plus
- Must possess or obtain within 90 days, a valid Missouri Class E CDL driver's license
- Any combination of education training or experience that would qualify for the position as determined by the City Manager

ESSENTIAL FUNCTIONS

Sight, hearing, speech, frequent lateral mobility over various terrain, climbing, lifting items above head, stooping and bending, mentally analyze a situation, solve problems, and make decisions under pressure in area of responsibility; performs bending, squatting, sorting, kneeling, and reaching to ground level and overhead as required, lifting, carrying, stooping, superior strength with ability to push and pull 100 pounds and lift 50 pounds from the ground to 3 feet in height unassisted, changing of physical location, must be able to hold and grip objects, may be subject to sitting for long periods of time, possesses manual dexterity necessary to operate a computer keyboard, must be able to hold and operate hand tools. May work a varied schedule including some evenings and weekends; may be subject to pre-employment drug testing. Both indoors and outdoors working environment with exposure to dust and pollen, subject to a variety of weather conditions. May be exposed to extreme weather conditions, susceptible to mechanical hazards associated with light and heavy equipment as well as other safety hazards associated with working in and around high volume traffic; may be exposed to constant or extreme noise and fumes/odors.

FLSA STATUS: **Regular – Hourly**      DATE OF LAST REVISION: **June 11, 2010**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

