

City of Fulton
POSITION DESCRIPTION

JOB TITLE: Cemetery Maintenance/Groundskeeper (Sexton)

DEPARTMENT: Cemetery

DATE: 2/2024

IMMEDIATE SUPERVISOR: Building & Grounds Supervisor

SUMMARY: Responsible for upkeep and beautification of municipal cemeteries through proper grounds keeping techniques and an active awareness of maintenance duties which need to be performed.

KNOWLEDGE REQUIREMENTS

- High school diploma or GED
- Must possess a valid Missouri driver's license.
- Ability to obtain CDL (Class B) within 6 months of hire.
- 1-2 years grounds keeping experience.
- Basic familiarity with plumbing, electrical and mechanical duties.
- Ability to operate backhoe and commercial mowing equipment.
- **Miscellaneous Requirements** -- Must pass pre-employment drug testing and submit to periodic drug testing as required by applicable laws. Some assignments will require the occasional weekend and/or evening work. Subject to emergency call-in.

ESSENTIAL FUNCTIONS:

I. Cemetery Maintenance Activities

- Assures that seasonal ground keeping activities are completed - grass is mowed and trimmed, leaves raked as needed, care of plants and shrubbery is attended to, snow removed - in an effort to maintain the best possible appearance of grounds.
- Prepares new graves in accordance with City and State specifications assuring for compliance.
- Serves as liaison between the City and contractors (e.g. monument companies, funeral directors, grave excavators, etc.)
- Routinely assesses conditions of new and existing gravesites and makes repairs in a timely manner.
- Repairs and sets head stones as needed assuring for proper identification and maintenance.
- Maintains equipment, fences, and out buildings assuring that they are in good condition and safe for others to use.
- Assists with carpentry, plumbing, electrical and mechanical projects on a limited basis as needed, assuring for completeness and for safety for self and others.

II. Preventative Maintenance Activities

- Conducts preventative and corrective maintenance on all related equipment, assuring for continuing availability of the equipment and safety.

- Informs supervisor of any damaged equipment and makes arrangements for repairs as needed.
- Makes new equipment recommendations to supervisor as needed.

III. Supervisory Activities

- Selects appropriate individuals and conducts an orientation to the job for all employees.
- Monitors performance and provides appropriate coaching and judging as needed.
- Monitors activities of monument companies and grave excavation personnel to ensure proper gravesite and headstone placement.
- Provides direct supervision including coaching and evaluation of personnel assuring staff has the support they need to complete their jobs in a professional and timely manner.
- Provides or recommends training for staff. Solves problems as needed.

IV. Miscellaneous Activities

- Maintains current knowledge in the use of heavy equipment operations.
- Provides coverage for cemetery openings, closures, emergency maintenance and snow removal after scheduled hours assuring the best possible service for the public.
- Meets with the public in a caring and compassionate manner, provides information and answers questions regarding the gravesite, assuring for the best public relations for the City.
- Maintains records of burial permits and grave sites assuring for accuracy and thoroughness.
- Responds to requests by immediate supervisor in an accurate, complete and timely manner.
- Provides coverage for other departments as requested during periods of emergency or down time. Assists Street Department with snow removal and helps them to repair equipment such as plows and trucks. Also fills in at the garage when all garage mechanics are not available.

OTHER REQUIREMENTS

- **Physical Requirements**

Performs bending, squatting, kneeling, climbing, twisting, and reaching both to ground level and overhead; lifts and carries up to 100 pounds; pushes and pulls up to 150 pounds; holds and grips objects; subject to periods of prolonged standing and working in awkward positions.

- **Working Environment**

Primarily outdoors with exposure to dust and pollen; subject to a variety of extreme weather conditions; susceptible to mechanical hazards associated with facilities and equipment; may be exposed to hazardous chemicals and other safety hazards due to working with pesticides, herbicides, fungicides, etc.; subject to constant noise, poor lighting and ventilation, fumes and odors. May be subject to working in confined spaces.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor; subject to reasonable accommodations.