

**JOB DESCRIPTION**

**PARKS MAINTENANCE WORKER**

**POSITION SUMMARY**

To provide customer service and perform cemetery grounds & facility maintenance. This position will be subject to weekend, evening, after hour, call back and holiday work.

**DUTIES AND RESPONSIBILITIES**

* Maintain effective working relationships including communications with management and staff
* Basic janitorial skills used in maintenance of the abbey
* Supervises and trains seasonal employees
* Proficient use, cleaning, repair and maintenance of equipment including: Removing leaves and organic debris with powered leaf blowers and hand tools; moving soil with shovels and wheelbarrows; cleaning catch basins with hand tools;
* Removing snow and ice with snow blowers and snow shovels
* Performs grounds maintenance and landscaping seasonal gardening tasks such as fertilizing, laying sod, pruning, trimming and raking
* Ability to drive a truck with and without a trailer, utility cart, zero turn mower, dump truck, tractor, basic lawn care equipment, and mini excavator.
* This position must learn how locate burial plots to help assist families and funeral homes.
* At times this person will be a leader of a small crew.

**POSITION COMPETENCIES**

* Knowledge and understanding of the daily routine of Mt. Olive maintenance and responsibilities.
* Have a basic skillset involving the use of tools and materials associated with maintenance, custodial, janitorial, landscaping, lawn care or forestry responsibilities within the Parks system and Mt. Olive Cemetery.
* Must have the ability to learn the operation of basic to advanced equipment associated with daily maintenance within the Parks system and Mt. Olive Cemetery.
* Have a working knowledge of job site safety and safe work practices.

**Department:** Parks and Recreation **Classification/FLSA:** Part Time, Non- Exempt

**Location:** Mt. Olive Cemetery **Reports To:** Parks Maintenance Superintendent

**Supervises:**  **Salary Range:** $9.97 - $16.19

**Benefits:** Per City Handbook **Travel:** As needed

**Date Written/Revised:** 10/08/2019

**CEMETERY CARETAKER continued**

**POSITION COMPETENCIES continued**

* Ability to manage one's own and others' emotions and values. Ability to build trust and assist people in managing project changes.
* Ability to function independently as well as coordinate and interface with other supervisors, team members and other departments
* Ability to plan, organize, and prioritize work; ability to complete specific tasks in a timely manner, utilizing proper materials, equipment and staffing to achieve maximum efficiency.

**EDUCATION**

* High school diploma or GED
* Valid driver’s license

**PHYSICAL DEMANDS**

The Cemetery Caretaker's physical job demands include occasional maximum lift of 50 lbs from floor

to shoulder; occasional maximum lift of 40 lbs waist to overhead; occasional maximum carry 50 lbs 100 feet; occasional maximum horizontal push/pull force of 20 lbs; occasional maximum vertical pull force of 65 lbs; occasional maximum grip force 60 lbs; frequent maximum grip force 20 lbs; occasional climb up to 25” ht, various ladders; frequent forward reach; occasional overhead reach; frequent bend; frequent bend/crouch; occasional crouch/kneel; frequent hand coordination; frequent foot coordination; frequent neck rotation; occasional trunk rotation; frequent balance; constant sitting; frequent standing and frequent walking.

**WORKING CONDITIONS**

Exposure to equipment, noise, hazardous chemicals and all types of weather conditions.

The worker walks on uneven terrain and surfaces that may be slick from rain, ice, snow &/or oil.

**The City of Pittsburg is an Equal Opportunity Employer**