

Position Purpose:

Performs skilled manual work in the maintenance and improvement of the town cemeteries. Performs all other related work as required.

Essential Functions:

(The essential functions, or duties listed below are intended only 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 position if the work is similar, related or a logical assignment to the position.)

- Works on maintenance of cemeteries and associated grounds. Identifies potential problems and dangers such as tree limbs, sink holes, and other obstacles; identifies any vandalism and helps to ensure that cemeteries are in good condition.
- Responsible for mowing grounds using a variety of mowers. Performs clean-up operations including leaf removal.
- Maintains the cemetery grounds; mowing, cleanup operation of all power equipment used in maintaining the cemeteries; maintains trees, shrubs and landscaping.
- Trims, cuts trees, clears brush.
- Repairs grave stones.
- Digs graves.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:**Education, Training and Experience:**

High School Diploma; considerable experience in building, grounds and equipment repairs and maintenance; or an equivalent combination of education and experience. Must possess a valid NH driver's license.

Knowledge, Ability and Skill:

Knowledge: Working knowledge of the techniques, materials and practices of landscaping, construction and maintenance. Knowledge of NH laws on cemeteries and burial grounds.

Ability: Ability to perform light to heavy physical duties; Ability to work independently in the performance of routine duties. Ability to lift heavy objects and perform strenuous work continuously under varying weather conditions.

Skill: Skilled in the operation of all cemetery tools and equipment listed.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to hear, smell, stand, walk, bend/stoop, lift, and drive motorized equipment. The work requires strenuous physical exertion including the occasional lifting of objects of up to 100 pounds. Requires good

vision and the application of significant manual dexterity in combination with eye-hand coordination to use hand/power tools and operate equipment.

Supervision:

Supervision Scope: Performs various duties of a complex nature following acceptable standards of quality and performance; requires independent judgment in determining methods of completion and carrying out assignments.

Supervision Received: Works under the general supervision of the Cemetery Sexton.

Supervision Given: None.

Job Environment:

- Work is performed outdoors/indoors with exposure to temperature extremes and inclement weather. Incumbent is exposed to heavy equipment. The majority of work is usually performed outside, using loud equipment.
- Regularly operates/maintains/repairs his own equipment of a one ton truck, commercial mower, trimmer, pole saw, chainsaw, brush saw, push mower and tractor with a backhoe.
- Has regular contact with the general public, Cemetery Trustees. Contact is in person, by phone and in writing and generally involves the exchange of information.
- Errors in judgment may result in time loss and delay; cause damage to building and or equipment, result in serious personal injury and injury to others, and have financial and/or legal repercussions.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)