

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: CEMETERY MAINTENANCE SPECIALIST
DEPARTMENT: PARKS AND RECREATION
REPORTS TO: CEMETERY ADMINISTRATOR

JOB CODE:
DATE: 9/23

JOB SUMMARY:

Participates in the care and maintenance of the city cemeteries including skilled grounds work, and assisting with maintenance and repair of associated equipment and facilities.

ESSENTIAL JOB FUNCTIONS:

Maintains cemeteries, which includes; laying out burial lots, digs graves, installs markers and monuments, mowing, trimming and maintaining grounds monuments and markers.

Performs grounds maintenance work such as mowing, trimming, weeding, raking, shoveling, sweeping, and pruning trees; maintains brickwork, concrete areas, roofs, and other similar fixtures of buildings.

Monitors condition of cemeteries for signs of vandalism, takes appropriate actions to correct problem, or reports information to supervisor.

Installs and removes banners and decorations such as Wreaths across America, Flags, Benches and Trinkets.

May apply pesticides if so licensed.

Plants shrubs and flowers, and ensures their proper care, following trust guidelines.

Understands and reads cemetery maps to help general public with selecting a plot.

Assist with burials, foundations, head stone setting and marker setting.

Assists with plowing and removing snow in cemeteries and walkways during winter season.

Operates motor vehicle for transportation to work site, and performs minor maintenance as required.

Performs tree maintenance work which includes pruning and cutting dead and diseased limbs and trees.

Assists with the planning, assigning and assisting the work activities of City crews as they relate to cemetery division functions.

Maintains, repairs, and inspects headstones.

Performs various building maintenance tasks such as painting, interiors and exteriors, repairing doors, etc.

Sets up and takes down furniture as needed in Chapel and for graveside ceremonies.

Picks up trash, glass, or other debris in cemeteries.

Assists with training on-the-job skills and provides input to performance appraisals.

Purchases supplies as necessary, and acts as courier to pick up and deliver materials, equipment, and supplies.

May act as staff liaison between patrons and vendors as well as upper City Management.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Mowers	Sod Cutters	Spreaders	Tractors	Line Painters
Power Tools	Hand Tools	Dump Trucks	Paint Routers	
Box Scrapper	Aerators	Slice/Seeder	Compressors	
Fertilizer Spreader	Computer/Tablet	Pesticide Sprayers	Weed Whackers	Chain Saws

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Three years of progressively responsible experience in turf management, and/or grounds maintenance; and, one year of experience in a supervisory capacity; or, any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

Licenses and Certifications:

Valid New Hampshire Driver's License.

May be required to obtain a New Hampshire Pesticides Applicator's License for Turf grass.

May need to obtain CDL Class B license.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Standard practices, methods, tools, and equipment used in cemeteries.

Rules and regulations regarding layout and installing monuments.

Standard supervisory practices.

Skill in:

Skill in using tools and equipment related to area of assignment.

Basic Supervisory Practices.

Read, analyze and interpret technical instruction manual.

Mental and Physical Abilities to:

Use tact, discretion, initiative and independent judgment within established guidelines.

Organize work, set priorities, meet critical deadlines, and follow up assignments with a minimum of direction.

Maintain effective working relationships with other departments, employees, contractors', youth league officials, athletic directors, vendors and the general public.

Read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals.

Give directions and obtain compliance from subordinates.

Follow both oral and written instructions.

Interpret and apply established rules, regulations, policies, and procedures.

Perform strenuous and routine work.

Deal with problems involving concrete variables in standardized situations.

Working Conditions:

While performing essential functions of this position, employee is intermittently sitting standing or stooping; standing and walking; lifting light and heavy objects; climbing ladders, using tools and equipment requiring dexterity.

Incumbent's working conditions may require exposure to loud noise, dust & dirt, machinery and equipment with moving parts, irritating chemicals; heat and cold and require the use of protective devices such as masks, goggles, gloves, etc.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.