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| Job Title: | Temporary Support Staff – Cemetery  | Job Category: | EEO-8 |
| Department/Group: | Public Works | Tested | N/A |
| Exempt: | No | Classified: | N/A |
| Level/Salary Range: | 8060 | Position Type: | Temporary/Seasonal |
| Appointed: | N/A | Hours: | See below |
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| Summary |
| Working under the general direction and Public Works Cemetery Foreman and the Streets Supervisor, the incumbent will be responsible for performing tasks at the Cemetery. |
| Job Description |
| Supervisory responsibilitiesNo supervisory responsibilities at this level.essential duties and responsibilities – *the below examples of essential duties and responsibilities are meant to be descriptive, not restrictive:** Maintains cleanliness of site;
* Performs landscape maintenance, including grass mowing, edging, weeding, spraying, planting, mulching, trimming, trash clean up, and sports field maintenance;
* Performs maintenance tasks at Maple Grove Cemetery to include ground preparation work for funerals, and assisting vault and monument companies performing work in cemetery;
* Scrubs, dusts, sweeps, mops, vacuums, waxes and polishes floors in office;
* Follows instructions when using chemicals and supplies;
* Reports to supervisor any damage or repairs that might be needed;
* Picks up paper and other trash from grounds;
* Works with other City departments, when needed, to remove snow, pick up leaves, and similar tasks as assigned;
* Performs other duties as required.

Licenses and certificationsValid Ohio Driver’s Licenseeducation and/or experienceHigh School Diploma or GED is desired, but not requiredother knowledge, skills and/or abilities* Ability to follow instructions but verbally and in writing;
* Ability to communicate effectively both verbally and in writing;
* Ability to work independently will little or no supervision;
* Ability to use wheel loader/backhoe;
* Ability to take initiative and start new tasks when old ones are completed.

physical demandsThe 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 must be made to enable individuals with disabilities to perform the essential functions.While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 100 pounds.**WORK ENVIRONMENT**The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functionsThe noise level is moderate to high and work is usually performed outdoors and it not protected from the external weather conditions. |
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