CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	**Maintenance Aide III - Cemetery**	**UNION:1937**
		SG:104
CLASS TITLE:	**Maintenance Aide III**	**CS:N**
		FLSA:Y
DEPARTMENT:	**Parks and Recreation**	**EEO4CODE:SM**
		SEASONAL

JOB SUMMARY:

This position performs groundskeeping, routine maintenance and physical labor associated with the operation and physical presentation of the cemetery. Performs mowing and horticulture activities, prepares graveside and burial service or ceremony areas, and assists with opening and closing graves and installing headstones, markers and monuments. May work independently or with a crew.

SUPERVISORY RELATIONSHIP:

Reports to the Park Facilities Manager or other management staff as assigned. Oversees the work of lower classified staff or volunteers as assigned.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Performs cemetery grounds maintenance in turf related mowing, trimming, and edging activities.

2. Performs horticultural activities in the care of trees, shrubs and planting beds, utilizing sound horticultural skills.

3. Performs or assists in the performance of cemetery facilities maintenance tasks. Removes garbage and litter.

4. Performs manual labor such as digging, shoveling, raking, lifting, and pushing a wheelbarrow.

5. Operates and maintains variety of power equipment and hand tools necessary in the care of cemetery grounds such as riding mowers, chain saws, sweepers, blowers and pruning equipment. Reports tool needs and issues to Supervisor.

6. Operates or assists in the operation of tractor with backhoe attachment and specialized power equipment required to maintain the cemetery, open and close graves, install grave liners and stone grave markers.

7. Performs set up and take down of seating and weather control items for burial services or ceremonies.

8. Assists with receiving, storing and processing deliveries of markers and other materials.

9. Utilizes computerized maintenance management system to record hours and tasks completed.

10. Answers inquiries and advises the public of Cemetery rules, regulations and policies within scope of authority. Assists the public in locating grave locations and provides support for special events.

11. Serves as lead when working with lower classified staff, ensuring crews are working safely and efficiently. Provides basic on-site instruction and direction. Refers technical questions to Park Technician or Supervisor as appropriate. Refers personnel issues to Supervisor.

ADDITIONAL WORK PERFORMED

12. Performs other duties within the scope of the classification.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Use of hand and power tools for grounds, horticulture and facilities maintenance and repair.
- Turf, tree and shrub care.

Skill in:
- Excellent interpersonal skills for interaction with City staff, department staff, and the public.

Ability to:
- Follow established safety rules and operate equipment in a safe manner.
- Work outside in all types of weather conditions.
- Match the appropriate tool to the task and be aware of the basic cause and effect relationship in the operation of the machinery.
- Execute assigned work without constant supervision.
- Ability and willingness to follow directions.
- Perform physical and manual labor
- Maintain consistent and punctual attendance
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.

- Physical ability to perform the essential functions of the job, including:
  - Communicate accurate information and ideas to others;
  - Operate mechanical equipment for extended periods of time in inclement weather on uneven terrain ;
  - Occasionally operate a computer and other office machinery such as a keyboard, mouse, phone and computer.
  - Frequently transport objects weighing up to 50 lbs. Materials in excess of this weight are moved with assistance.

WORKING ENVIRONMENT:

Work is performed outdoors in all weather conditions. The work involves a moderate risk work environment, which requires employees to follow established safety procedures in operating equipment and performing repetitive activities. Occasionally works indoors at a desk or computer terminal. May be required to use appropriate safety equipment.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Successful paid work experience in grounds and facilities maintenance using manual and power tools and motorized equipment required.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent upon passing a criminal convictions check, child and adult abuse records check and local background check.
- Ability and willingness to work a flexible schedule involving working evenings, weekends and holidays, as assigned.
- At least 18 years old by time of hire.

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2/87

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