



Cemetery and Parks Equipment Operator

Public Works –Cemetery and Parks

PW-CEM/3

JOB SUMMARY

This position operates equipment in support of the maintenance of city parks, grounds, and cemeteries.

MAJOR DUTIES

- Participates in the maintenance of city parks.
- Participates in the maintenance of cemetery grounds.
- Operates tractors, mowers, weed trimmers, and other grounds maintenance tools.
- Maintains city right-of-way.
- Installs and maintains street signs and pavement markings; assists in the maintenance of traffic lights.
- Trims tree branches and shrubs.
- Participates in the installation and repair of seasonal decorations.
- Flags traffic at work sites.
- Responds to after-hours emergencies when assisting on-call personnel.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of grounds maintenance principles and practices.
- Knowledge of cemetery maintenance principles and practices.
- Skill in the use of grounds maintenance equipment.
- Skill in the use of hand and power tools.
- Skill in prioritizing and planning.

- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Superintendent assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include city and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related equipment operation and cemetery and parks maintenance duties. Inclement weather contributes to the complexity of the work.
- The purpose of this position is to operate equipment in the maintenance of cemeteries, parks, and grounds. Successful performance contributes to well-maintained and safe facilities and grounds.

CONTACTS

- Contacts are typically with co-workers, other city personnel, and the general public.
- Contacts are typically to exchange information and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, or walking. The employee occasionally lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed outdoors, occasionally in cold or inclement weather. The employee is exposed to dust, dirt, grease, and machinery with moving parts. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid commercial driver's license issued by the State of Georgia for the type of vehicle or equipment operated.