

Department: In all Towns
Classification: Labor
Grade: _____

SPEC DISK H3
DOCUMENT 29

CEMETERY ATTENDANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for maintenance of a cemetery. This is manual work involving responsibility for carrying out various assignments in the maintenance of a municipal cemetery. General direction may be received from the Superintendent of Public Works, legislative body or other higher authority. Immediate supervision may be exercised over equipment operators and laborers. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Participates in the opening and closing of graves;
Lays out the location of graves;
Has charge of the cutting of grass; trimming around headstones, trees; and raking of leaves;
Participates in the preparation of foundations for and the setting of headstones;
Helps to spray flower beds, planting of grass and flowers and related grounds keeping tasks;
Plans seasonal grounds keeping tasks, including removal of pine needles;
Recommends needed repairs, equipment and maintenance work;
Does filling and grading of sagging plots and re-seeds areas as needed;
Maintains stone walls or cemetery fences as needed;
Keeps records of tasks performed;
Keeps maps and other cemetery records up-to-date;
Places flags on appropriate sites by the first of May, and takes such flags down in the fall season as necessary, maintains an inventory of flags as needed;
Operates motor equipment;
May arrange the reception of funeral processions;
Leads all funeral processions to grave sites and supervises burials;
Sells and issues deed orders for all cemetery lots;
Keeps a log of all lots sold and a log of those individuals buried within the cemetery;
Assists in budget preparation.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Some knowledge of the methods used in the maintenance and operation of a municipal cemetery; ability to keep simple records and prepare reports; ability to perform manual labor; willingness to work at routine tasks and under adverse weather conditions; reliability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Two years of experience in ground maintenance activities; or an equivalent combination of training and experience.