

**CITY OF SPEARFISH
JOB DESCRIPTION
CEMETERY SUMMER LABORER**

JOB SUMMARY:

The Cemetery Summer Laborer will work as directed, to maintain Rose Hill Cemetery. He or she will work mainly outdoors under general supervision.

ESSENTIAL FUNCTIONS/MINIMUM PERFORMANCE STANDARDS:

The Cemetery Summer Laborer will:

1. Perform work as directed, to maintain Rose Hill Cemetery.
2. Assist other laborers and other personnel on tasks as assigned.
3. Be able to communicate and work easily with the public, especially while helping to facilitate the use of the cemetery.
4. Perform day-to-day tasks as assigned, including mowing, weedeating, marking, sinking, resodding and reseeded of graves, trash and debris removal, raking, turf care, tree and shrub care, irrigation installation and repairs.
5. Learn and follow city established safety practices.
 - b. Will be required to wear safety-toed work shoes at all times (to be provided by the employee).
 - c. Will be required to wear hard hats, protective eyewear, ear protection, air masks, and other such gear as situations require and as assigned by supervisor (safety equipment provided by the City).
6. Competently and safely operate, following all City established procedures, vehicles, tools and equipment. These may include, but are not limited to:

riding mowers	push mowers
chain saws	electric saws/drills
sod cutters	rakes/shovels
pruning shears	electric drills
weed trimmers	trailers
chemical sprayers	various hand tools
various utility vehicles (as training or experience allow)	
7. Accurately complete minimal forms of paperwork as directed, such as time cards, work reports, and the like in a timely manner.

The Cemetery Summer Laborer will perform all other duties as specified by his or her supervisor(s).

In Absence, Duties Performed by: N/A

Cross Train: N/A

Minimum Qualifications, Training, or Experience to Start:

- Possession of a valid South Dakota driver's license.

- High School diploma or GED equivalent.
- Must be at least 18 years of age.
- Previous experience in maintaining park and grounds or related work preferred.

Additional Requirements and Duties:

- Communicate effectively with the Public Works Office, funeral homes, and grave diggers.
- Be sensitive and understand the needs of the persons that use the facility.
- Reliable and flexible to work non-traditional hours and weekends.
- Required to work Festival In The Park weekend, Sturgis Rally Week and other weekends as scheduled rotation demands.
- Preference of hire given to those who can work April through October.

rev. 1/06

ACKNOWLEDGEMENT OF DESCRIPTION

Job Title: Cemetery Summer Laborer

Reports to: Parks, Recreation, and Forestry Superintendent

Will accept daily work assignments from the Parks, Recreation, Forestry Technician II – Cemetery;

Supervises: N/A

Employment Status: Temporary, hourly

Salary: N/A

Additional Requirements:

Hours: Forty (40) hours per week, Monday – Friday, 7:00 am – 4:00 pm, May – September, more or less as situations and weather may demand.

I acknowledge that I have received an exact copy of this job description; that it has been fully explained to me; and that I understand the duties required for my position. I further understand that these standards will be the basis of my training and evaluation.

Employee Signature and Date

Supervisor Signature and Date