

## City of Larned

### Job Description

**Job Title:** Park/Cemetery Maintenance Worker I

**Department:** Parks  
**FLSA Status:** Non-exempt  
**Work Shift:** M-F (unless otherwise necessary)  
**Work Status:** Full-time  
**KPERS:** Yes  
**Residency:** Yes  
**City Manager Approved Date:** 08/01/2012  
**Job Grade:** 16      **PCP Level:** 4  
**Location:** City Hall

**General Overview of Position and Responsibilities:** Under the general supervision of the Superintendent of Parks/Cemetery, this non-exempt position is responsible for maintaining the cemetery facilities and grounds in city parks, playgrounds and buildings and performing manual labor tasks. Work involves dealing with the public, opening and closing graves, mowing and trimming grass, trims and waters trees and flowers.

#### **Supervisory Responsibilities:**

None

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Clean or prepare sites to eliminate possible hazards.
- Operate vehicles and powered equipment, such as mowers, tractors, twin-axle vehicles, backhoe, dump truck, trash truck, hedge trimmers and weed trimmers, snow blowers, chain saws, electric clippers, sod cutters, and pruning saws.
- Mow or edge grounds, cut weeds, using power mowers or edgers.
- Shovel snow and ice from walks, driveways, or parking lots and spread salt in those areas.
- Care for established lawns and cemetery by mulching, aerating, weeding, grubbing, removing thatch, or trimming or edging around flower beds, walks, walls, trails, removing brush and trees.
- Use hand tools, such as shovels, rakes, pruning saws, saws, hedge or brush trimmers, or axes.
- Prune or trim trees, shrubs, or hedges, using shears, pruners, or chain saws.
- Gather and remove litter, empty trash barrels, haul trash.
- Clean restrooms and shelter houses.

- Maintain, repair, provide proper upkeep to structures, such as buildings, shelters, restrooms, buildings, roads, fences, or benches, pool, planter, ballfields, cemetery plots, cemetery facilities tools and equipment.
- Provide proper upkeep of sidewalks, driveways, parking lots, fountains, planters, or other grounds features.
- Mix and spray or spread fertilizers, herbicides, or insecticides onto grass, shrubs, or trees, using hand or automatic sprayers or spreaders.
- Control traffic passing near, in, or around work zones.
- Signal equipment operators to facilitate alignment, movement, or adjustment of machinery, equipment, or materials.
- Load, or unload materials, machinery, or tools, distributing them to the appropriate locations, according to directions.
- Inspect, clean, repair and maintain equipment including light maintenance and servicing equipment.
- Locate grave site according to section, lot, and plot numbers, and marks area to be excavated.
- Remove sod from gravesite.
- Dig grave to specified depth.
- Exhume bodies per instructions or relocate graves.
- Perform small plumbing and electrical jobs.
- Maintain city pool and pool filter area.
- Winterize buildings and irrigation in fall.
- Prepare time and work reports.
- Work to improve customer service.
- Work with other departments to ensure efficient and effective service delivery.

**Marginal Duties and Responsibilities** include the following. Other duties may be assigned.

- Work with other departments as needed.
- Snow removal of City hall, senior center and Chamber of Commerce.
- Haul picnic tables for public functions.
- Work with public on community projects.
- Hang flags on holidays at the cemetery.
- Feed ducks on a daily basis.
- Respond to request to assist in funeral services on weekends.
- Maintain and clean parks and buildings on weekends.
- May serve on various employee or other committees as assigned.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the competencies, knowledge, skill, abilities, required education and or experience to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is subject to call out, working weekends, holidays.

**Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies:

**Problem Solving** - Identifies and resolves problems in a timely manner; works well in group problem solving situations.

**Customer Service** - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.

**Interpersonal Skills** - Focuses on solving conflict, not blaming; maintains confidentiality; keeps emotions under control; remains open to others' ideas and tries new things.

**Communication** - Listens and gets clarification; ability to read, write and understand instructions.

**Teamwork** - Gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives.

**Attendance/Punctuality** - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

**Dependability** - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

**Initiative** - Volunteers readily; undertakes self-development activities; seeks increased responsibilities; asks for and offers help when needed.

**Innovation** - Generates suggestions for improving work.

**Safety and Security** - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

**Ethics** - Works with integrity and ethically.

**Required Knowledge, Skills, Abilities:**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with customers or employees of organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to operate computers and software necessary to complete assignments may include word processing, spreadsheet, databases, global positioning equipment, software downloads from systems, etc.
- Knowledge of small equipment operation and maintenance. Knowledge of lawn care chemicals. Good interpersonal skills. The ability to gain knowledge of chemical usage and mixing for landscape applications. The ability to operate a backhoe, dump truck, mowers, weed trimmers, hedge trimmers and tiller. General equipment maintenance understanding.

**Required Education and/or Experience:**

High school education or GED; three to six months related experience or training; or equivalent combination of education and experience.

**Preferred Education and/or Experience:**

High school education or GED; six months to twelve months related experience or training; or equivalent combination of education and experience.

**Certificates, Licenses, Registrations:**

Driver's license

**Physical Demands:**

The 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 may 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 stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**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 functions.

While performing the duties of this job, the employee may be exposed to toxic or caustic chemicals. The employee may be exposed to moving mechanical parts and fumes or airborne particles. The employee is regularly exposed to outside weather conditions. The noise level in the work environment is usually moderate to loud.