

**City of Mattoon, Illinois**  
**Job Description**

**Title:** Cemetery Maintenance Worker  
**Classification:** FLSA Nonexempt; Not Represented by AFSCME Bargaining Unit  
**Compensation Range:** \$18.08 to \$26.49 Per Hour

**POSITION SUMMARY:**

This is mid- to high-level work associated with the care and maintenance of the City's Dodge Grove Cemetery and park facilities, including the cemetery, ball fields, rights-of-way and neighborhood parks. This person works under direct supervision of the Parks and Lakes Director. Employees of this class are expected to exercise considerable independence, initiative and journeyman-level expertise in the day-to-day operations of the Cemetery and assisted maintenance of the City's parks/lakes system. The work involves a high degree of building trades, and grounds equipment operation skills, physical exertion, which may be performed under adverse weather conditions. This position is subject to on-call status.

**ESSENTIAL DUTIES:**

**Communication:** Communicates with the general public and other City employees in order to receive assignments, obtain supplies and equipment, and complete a wide variety of cemetery and park/lake maintenance assignments. Instructs, and/or trains subordinates, seasonal workers, and volunteers in cemetery maintenance duties. Completes burial forms and reports. Documents completed work on work orders.

**Manual/Physical:** Performs rough and finished concrete tasks. Sets steel and wooden forms for concrete work. Mixes, pours, tamps, screeds, floats, and trowels concrete for monument foundations. Constructs and repairs masonry block walls. Uses MIG, AC, and/or DC welders, and acetylene torch to repair, replace, or fabricate parts in existing equipment, structures, and playground equipment. Repairs, orders, and installs replacement parts. Removes graffiti, and repairs vandalism in cemetery and related facilities. Distinguishes colors to match existing paints when repainting or covering graffiti and reading blue stake markings. Operates a motor vehicle (van, pickup truck) requiring an Illinois Class D Driver's License to transport tools and equipment between job sites. Operates power-driven machinery including, but not limited to: backhoes, end loaders, mini-excavator, skid steerer, trenchers, snow plows, mowers, jack hammers, tampers, sand blowers, power washers, concrete saw, auger, and forklift to complete assigned tasks. Uses a wide variety of tools related to trades work in order to complete assigned work. Works with cleaning fluids and agents, chemicals, pesticides, insecticides, and paints using normal and specialized protective equipment to apply herbicides and to complete maintenance and repair duties. Performs physical inventories of paints and painting supplies, and other maintenance supplies. Moves objects such as cement bags weighing up to 80- 100 lbs. and 5-gallon containers of paint weighing up to 60 lbs. to take to job sites or load into vehicle. Cleans work area and equipment. Works in a variety of weather conditions while performing work. May work at elevated levels (15 - 20 feet). Requires walking, kneeling, bending, sitting, prolonged standing and prolonged visual concentration on a daily basis. Will experience a working environment which includes noise, vibration, odors, humidity, heat and cold.

**Mental:** Functionally supervises and evaluates the work of subordinate personnel while assisting with digging, mixing concrete, applying herbicides, pesticides and fungicides, and graffiti removal. Reads, interprets, and works from maps, blueprints, and sketches,. Comprehends and makes inferences from work orders. Analyzes turf and soil conditions, weather conditions and water usage. Learns job-related material through on-the-job training regarding semi-skilled and skilled trades work.

## **DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of:

- Methods, practices, tools, and materials used in building systems maintenance and repair work;
- Occupational hazards and necessary safety precautions applicable to turf and building maintenance work;
- Welding techniques; herbicide and pesticide applications, and other chemical applications;
- Herbicides, pesticides, fungicides and application methods; and

Skill in:

- Trades associated with cemetery and park/lakes maintenance, repair, alteration, and construction of facilities or fixtures; and
- Turf management and maintenance of grounds, athletic fields and equipment.

Ability to:

- Establish and maintain effective working relationships with fellow employees;
- Effective working with the Funeral Homes, Mower Companies' and Monument Companies' personnel and Public;
- Work independently with minimal instruction and supervision;
- Work with, and occasionally supervise, lesser skilled workers assigned to assist with tasks; and
- Provide input for maintenance budget and monitor expenditures.

## **QUALIFICATIONS:**

Requires any combination of training, education or experience equivalent to graduation from high school or GED and at least 10 years' experience in a minimum of two of the building, or related trades such as carpentry, chain link fence repair and installation, electrical, masonry, painting, playground equipment repair, plumbing, welding.

## **SPECIAL REQUIREMENTS:**

Must have or be able to obtain and maintain certification for use of restricted and non-restricted chemicals within one year after appointment.

Employees in this job classification are required to use appropriate safety equipment and safety procedures in performing assignments.

## **PERFORMANCE EVALUATIONS:**

An employee's performance is measured in accordance with the specifications of this job description.