

ASSISTANT GROUNDSKEEPER

RIVERSIDE CEMETERY ASSOCIATION

PESHTIGO WI

WORK PERIOD: First Monday after April 1 through first Friday after November 15. Minimum of 30 hours per week

HOURS OF WORK: Between the hours of 7 am to 3:30 pm at the discretion of the Sexton/Groundskeeper with ½ hour unpaid lunch
Occasional weekend hours as needed

ESSENTIAL JOB FUNCTIONS:

- Assist lead grounds keeper with duties as assigned
- Grass cutting with riding lawn mower
- Trimming around headstones, trees, etc.
- Moving items from grave sites and replacing when finished trimming
- Place water hoses for sprinkling the grounds and remove hoses for the fall shut down
- Raking cemetery, remove leaves and other debris from graves
- Trim trees and shrubs
- Pick up garbage, tree limbs, etc. from grounds
- Fill water barrels
- Plant and weed cemetery flowers
- Plant trees and shrubs for customers as needed
- Help install ground markers for graves
- Paint signs, water barrels, road markers, etc.
- Adjust stones/monuments as needed, if possible
- Maintain outer perimeter fencing by removing foliage
- Provide quality customer service to the public
- Assist visitors with finding graves and answering questions
- Help dig graves, squaring out inside of grave
- Cut sod, placing at grave site and pounding
- Sell graves and complete paper work for burials when Sexton/Lead Groundskeeper is not available
- Assist vault company
- Remove snow and set up thawing equipment for winter burials
- Installation and removal of water intake system, blowing out water systems
- Remove items from graves in fall
- Maintain the buildings, keeping the inside and outside organized and free of clutter
- All duties that are specified above and any duties not specified above that are needed to continue to keep Riverside Cemetery safe and well maintained

REQUIRED ABILITIES:

- Operate gas powered grass trimmer up to 15 pounds and gas powered leaf blower 30 pounds and up for long periods of time
- Operate various vehicles such as backhoe, trucks, and lawn mowers
- Operate a power chain saw up to 20 pounds for periods needed to remove trees and cut them into smaller pieces
- Use a pick, shovel, and other hand tools when required
- Repair and maintain tools and equipment, applying mechanical knowledge
- Maintain equipment in good working condition, with regular maintenance of each

QUALIFICATIONS:

- Requires high school diploma or equivalent education or experience
- Possess and maintain an insurance acceptable driver's license
- Must agree to be licensed to sell graves by the State of Wisconsin, license and fee provided by Riverside Cemetery Association
- Must agree to random drug/alcohol testing

ENVIRONMENTAL CONDITIONS OF WORKPLACE:

- Outside work in all types of weather conditions

ADDITIONAL DUTIES:

- Work outside of normal hours when necessary
- Assist in preparation of special projects as assigned
- Perform additional duties as assigned

The above statements are intended to describe the general nature and level of work being performed by the employee assigned this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

Peshigo Riverside Cemetery is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Association will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with Riverside Cemetery Association when necessary.

I, _____, acknowledge that I received a copy of the Assistant Groundskeeper job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any other assigned duties or revisions.

Employee Signature

Date _____

Supervisor Signature

Date _____