

Franklin Township

Full Time Cemetery Laborer Job Description

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

EXAMPLES OF DUTIES

NOTE: The duties performed by the Township Cemetery Laborer include, but are not limited to the following:

1. Assists the Cemetery Superintendent in maintaining records of the Cemetery Department, including logging of completed tasks.
2. Performs road maintenance in all cemeteries such as repairing potholes, crack sealing, and paving.
3. Responsible for mowing, tree trimming, weed whacking and the spraying of weeds in cemetery.
4. Performs preventative and routine maintenance on all cemetery vehicles and equipment, including oil changes.
5. Performs physical labor including hauling, cutting, cleaning, shoveling and painting..
6. Responsible for following all safety regulation set forth by OSHA and Franklin Township.
7. Responsible for all cemetery building and grounds maintenance.
8. Sell grave plots
9. Assist funeral directors
10. Open & Close graves
11. Attends various training sessions and workshops as requested by the Administrator/ Board of Trustees.
12. Assists the Road Superintendent in whatever capacity necessary.

Franklin Township Cemetery Laborer Job Description Cont'd

QUALIFICATIONS

A high school diploma or GED is required, supplemented by some experience in general road maintenance; or any combination of training and experience in which provides the desired knowledge, skills, and abilities.

Possession of, or ability to obtain promptly, and Ohio commercial drivers license.

Ability to pass a physical exam and drug testing as required by the State of Ohio and/or Township Trustees.

Ability to be called out on other than normal working hours and work various shifts as necessary.

Ability to maintain and adhere to daily and monthly maintenance schedules while taking into consideration weather and road conditions.

Ability to do light welding and sheet metal fabricating as necessary.

Thorough knowledge of Township geography.

Considerable knowledge of the occupational hazards and corresponding safety practices necessary for the safe performance of work duties.

Ability to establish and maintain an effective working relationship with Township officials, supervisory personnel, fellow employees, other Township employees, and the general public.

General knowledge of the operation, care, and maintenance of tools and equipment utilized in the performance of assigned duties.

Ability to perform heavy manual labor for extended periods of time.

Ability to understand and follow oral and/or written instructions.