



### Park and Cemetery Laborer

#### Seasonal Position

Hours: 7:00 – 3:30      Lunch unpaid 12:00 – 12:30      M-F / some weekends & evenings      Up to 40 hours per week

Supervisor – Park Assistant, Park Superintendent

#### Principle duties and responsibilities:

An employee in this position may be called upon to do any or all of the essential functions.

- ❖ Assist with seasonal lawn maintenance activities including mowing, trimming, planting, and weeding flowerbeds, planting and pruning trees, tree/limb removal, picking up trash.
- ❖ Participates in the routine maintenance of recreational fields, park facilities, restrooms and equipment. Washes, scrapes, paints and completes related tasks associated with park equipment and facilities.
- ❖ Assists in constructing forms, finish and leveling concrete foundations, lays sod, assists with burial and placing monuments.
- ❖ Assists in the routine maintenance of lawn and power equipment. Records preventative maintenance activities according to established procedures.
- ❖ Assists in the routine maintenance of playground structures and related equipment.
- ❖ Operates light vehicles, trucks, maintenance equipment such as tractors, mowers, skid steer, trimmers, box scrapers, tillers, chain saws, blowers, spreaders, wheelbarrows, hand tools and pruning tools. Snow removal equipment such as shovel, snow blower, etc.
- ❖ Adheres to all applicable safety procedures while operating equipment and tools. Participates in all safety trainings.
- ❖ Assist in the set-up and tear down of special events as needed.
- ❖ Duties require a full range of physical motion and activities including manual digging, pushing, pulling, lifting, twisting and turning the upper body, stooping, kneeling, crouching, climbing, balancing, crawling, reaching for objects, walking and standing in all types of weather. Also required repetitive movements over extended periods.
- ❖ Be available for Saturday graves and snow removal in the wintertime.
- ❖ Light construction work including, forming, fencing, installation of new amenities, repair of existing facilities, concrete work, painting.
- ❖ Performs other work as deemed necessary by the Parks Superintendent.



**Working environment and conditions:**

Work environment characteristics 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 frequently required to set or stand for extended periods of time; walk on uneven terrain, carry, lift and move heavy objects or tools (chain saws, weed trimmers, etc.) climb hills and stairs; use hands and fingers to manipulate objects, tools or controls; reach with hands and arms, and talk and hear in a sometimes noisy environment, noise levels can be moderate to high.
- ❖ While performing the duties of this job the employee works near moving parts; works outside in extreme heat or cold weather conditions; lifts and/or moves up to 75 pounds; may be exposed to fumes, airborne particles, smoke and toxic or caustic chemicals. Climb into and out of graves while being dug.
- ❖ Specific vision abilities required by the job include depth perception and the ability to judge distance.

**Required knowledge, skills, and minimum qualifications:**

- ❖ Knowledge of and ability to safely operate equipment necessary to maintain parks, cemeteries, and other facilities.
- ❖ Ability to understand and follow complex oral and written instructions, carry them out independently, complete assigned work in timely manner.
- ❖ Ability to assess situations, solve problems, and work effectively within deadlines and changing work priorities.
- ❖ Ability to establish working relationships, use good judgement and initiative when dealing with coworkers, supervisors, and the public.
- ❖ Must possess a valid Iowa Driver's License and a good driving record and maintain both while employed in this position. A valid CDL would be a plus, but not required for this position.
- ❖ Post-offer physical, drug screen and/or background check may be required. Ongoing random drug and alcohol testing may be required.
- ❖ Dress appropriately for the position including; wearing full-length pants, steel toe boots, safety glasses, hearing protection and high viz.