

# Maintenance Worker I – Cemetery/Parks

City of Marysville

Cemetery Department

## Position Summary

Under the supervision of Cemetery & Parks Supervisor, the Maintenance Worker I – Cemetery/Parks is a non-exempt position. The employee in this position performs skilled and semi-skilled work in maintaining city owned facilities and grounds. The Maintenance Worker I – Cemetery/Parks will use light equipment in the performance of duties.

## Essential Functions

- Assists in snow removal;
- Assists in opening and closing graves for funerals;
- Mows lawns and trims grave sites and headstones;
- Performs minor maintenance work on equipment;
- Operates dump truck, mower and weed trimmer;
- Performs maintenance work on city owned facilities;
- Maintains trees, shrubs, flowers and other vegetation on city owned property;
- Performs preventative maintenance on equipment and tools;
- Maintains all park and airport restrooms and keeps clean and stocked;
- Maintains all playground equipment in safe working condition;
- Provides levee maintenance as needed;
- Provides snow removal for city owned sidewalks.

## Marginal Functions

- Assists other departments as required;
- Other assigned duties as deemed necessary or as required.

## Supervisory Responsibilities

None.

## Required Education and Experience

High school diploma or general education degree (GED); and six months to one year related experience and/or training; or equivalent combination of education and experience. A valid Commercial Driver's License is required.

## Preferred Education and Experience

High school diploma or general education degree (GED); and one to two years related experience and/or training; or equivalent combination of education and experience.

## Specific Skills

**Language Skills** - 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 communicate effectively with customers and employees of the organization.

**Mathematical Skills** - Ability to calculate figures and amounts such as percentages, area, circumference, and volume. Ability to apply basic mathematical concepts.

**Reasoning Skills** - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Technical Skills – Knowledge of small equipment operation and maintenance. Knowledge of lawn care chemicals. The ability to operate a backhoe, dump truck, mowers, weed trimmers, tractor with bucket and other related equipment.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee is frequently required to sit; climb or balance and taste or smell. The employee must regularly lift and /or move up to 50 pounds, frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

**Work Environment**

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is frequently exposed to wet and/or humid conditions; fumes or airborne particles and vibration. The employee is occasionally exposed to high, precarious places; toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually loud.

**Signature/Approval**

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*Employee*

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*Date*

\_\_\_\_\_

*Supervisor*

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*Date*

\_\_\_\_\_

*City Administrator*

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*Date*

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.*

# Maintenance Worker II – Cemetery/Parks

City of Marysville

Cemetery Department

## Position Summary

Under the supervision of Cemetery & Parks Supervisor, the Maintenance Worker II – Cemetery/Parks is a non-exempt position. The employee in this position performs skilled and semi-skilled work in maintaining city owned facilities and grounds. The Maintenance Worker II – Cemetery/Parks will use light equipment in the performance of duties.

## Essential Functions

- Assists in snow removal;
- Assists in opening and closing graves for funerals;
- Mows lawns and trims grave sites and headstones;
- Performs minor maintenance work on equipment;
- Operates dump truck, mower and weed trimmer;
- Performs maintenance work on city owned facilities;
- Maintains trees, shrubs, flowers and other vegetation on city owned property;
- Performs preventative maintenance on equipment and tools;
- Maintains all park and airport restrooms and keeps clean and stocked;
- Maintains all playground equipment in safe working condition;
- Provides levee maintenance as needed;
- Provides snow removal for city owned sidewalks.

## Marginal Functions

- Assists other departments as required;
- Other assigned duties as deemed necessary or as required.

## Supervisory Responsibilities

None.

## Required Education and Experience

High school diploma or general education degree (GED); and one to two years related experience and/or training; or equivalent combination of education and experience. A valid Commercial Driver's License is required.

## Preferred Education and Experience

High school diploma or general education degree (GED); and two years related experience and/or training; or equivalent combination of education and experience.

## Specific Skills

**Language Skills** - 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 communicate effectively with customers and employees of the organization.

**Mathematical Skills** - Ability to calculate figures and amounts such as percentages, area, circumference, and volume. Ability to apply basic mathematical concepts.

**Reasoning Skills** - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Technical Skills – Knowledge of small equipment operation and maintenance. Knowledge of lawn care chemicals. The ability to operate a backhoe, dump truck, mowers, weed trimmers, tractor with bucket and other related equipment.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee is frequently required to sit; climb or balance and taste or smell. The employee must regularly lift and /or move up to 50 pounds, frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

**Work Environment**

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is frequently exposed to wet and/or humid conditions; fumes or airborne particles and vibration. The employee is occasionally exposed to high, precarious places; toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually loud.

**Signature/Approval**

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*Employee*

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*Date*

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*Supervisor*

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*Date*

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*City Administrator*

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*Date*

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# Maintenance Worker III – Cemetery/Parks

City of Marysville

Cemetery Department

## Position Summary

Under the supervision of Cemetery/Parks Supervisor, the Maintenance Worker III – Cemetery/Parks is a non-exempt position. The employee in this position performs skilled and semi-skilled work in maintaining city owned facilities and grounds. The Maintenance Worker III – Cemetery/Parks will use light equipment in the performance of duties and supervise seasonal personnel in the department.

## Essential Functions

- Assists in snow removal;
- Supervises and tracks hours of seasonal workers;
- Assigns work to crews;
- Assists in opening and closing graves for funerals;
- Mows lawns and trims grave sites and headstones;
- Performs minor maintenance work on equipment;
- Operates dump truck, mower and weed trimmer;
- Performs maintenance work on city owned facilities;
- Maintains trees, shrubs, flowers and other vegetation on city owned property;
- Performs preventative maintenance on equipment and tools;
- Maintains all park and airport restrooms and keeps clean and stocked;
- Maintains all playground equipment in safe working condition;
- Provides levee maintenance as needed;
- Provides snow removal for city owned sidewalks.

## Marginal Functions

- Assists other departments as required;
- Other assigned duties as deemed necessary or as required.

## Supervisory Responsibilities

Oversees seasonal personnel.

## Required Education and Experience

High school diploma or general education degree (GED); and one to two years related experience and/or training; or equivalent combination of education and experience. A valid Commercial Driver's License is required.

## Preferred Education and Experience

High school diploma or general education degree (GED); and three years related experience and/or training; or equivalent combination of education and experience. A valid Commercial Driver's License is required.

## Specific Skills

**Language Skills** - 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 communicate effectively with customers and employees of the organization.

**Mathematical Skills** - Ability to calculate figures and amounts such as percentages, area, circumference, and volume. Ability to apply basic mathematical concepts.

**Reasoning Skills** - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Technical Skills – Knowledge of small equipment operation and maintenance. Knowledge of lawn care chemicals. The ability to operate a backhoe, dump truck, mowers, weed trimmers, tractor with bucket and other related equipment.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee is frequently required to sit; climb or balance and taste or smell. The employee must regularly lift and /or move up to 50 pounds, frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

**Work Environment**

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is frequently exposed to wet and/or humid conditions; fumes or airborne particles and vibration. The employee is occasionally exposed to high, precarious places; toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually loud.

**Signature/Approval**

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*Employee*

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*Date*

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*Supervisor*

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*Date*

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*City Administrator*

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*Date*

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