

VILLAGE OF MIDDLEFIELD – STREETS DEPARTMENT

TITLE: CEMETERY MAINTENANCE/STREETS DEPARTMENT LABORER

TITLE OF SUPERVISOR: STREETS and UTILITIES DIRECTOR

FULL TIME

FLSA non-exempt

DEFINITION: This is a labor position with an emphasis on cemetery maintenance, facility maintenance, and operations.

DUTIES & RESPONSIBILITIES: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive and other duties may be required and assigned.

- Maintains Cemetery grounds.
 - Pick up and remove all paper, debris, and tree limbs before the grass is cut.
 - Mow and trim all grassed areas, including areas between fences and headstones, as needed weekly during growing season and as needed in order to maintain a high degree of curb appeal and as needed during non-growing season.
 - Trim grass around all buildings, shrubbery, trees and fence lines and around inaccessible portions of cemetery grounds and other stationary objects to maintain the same thickness as the mowed portion of turf.
 - Keep fences clear of all weeds, vines and small trees during the contract period.
 - Edge all sidewalks, driveways, walkways, patios, curbs, concrete pads, and ornamental beds, weekly during growing season and as need during non-growing season.
 - Clean all grass and debris from sidewalks, walkways, driveways, patios, curbs, and parking areas after each mowing and/or edging operation. Grass and debris will not be blown into areas where it will be unsightly.
 - Fertilize all grass areas (2) two times a year.
 - Aerate yard and over seed the lawn in the fall of the year.
 - Apply three (3) lawn sprays for weeds per season.
 - Prune shrubs as needed to achieve a manicured appearance.
 - Keep shrubbery and flower beds weeded and groomed. All grass will be kept out of these areas.
 - Cleanup all areas containing debris resulting from grounds maintenance including tree limbs. Where applicable, raking, blowing or vacuuming of leaves must be performed on an as needed basis.
 - Make available the services not covered in this maintenance agreement to the Village at a fair and competitive cost and at a predetermined date.
- Operates vehicles, mowing, grooming, trimming, and various landscape maintenance equipment.
- Performs daily routine maintenance on vehicles and equipment.
- Assists department staff with projects and various maintenance activities.

- Performs other duties as assigned by supervisor.

POSITION QUALIFICATIONS:

- A high school diploma or equivalent and some work experience are preferred.
- Must be at least 18 years or older.
- Must possess a valid ID.

KNOWLEDGE AND ABILITIES:

- Knowledge and ability in the operation of mowers, tractors, utility vehicles, trucks, trailers, and other power equipment.
- Knowledge of hand and power tools used in maintenance work.
- Knowledge of grounds maintenance practices and equipment.
- Knowledge of basic facility maintenance and custodial practices.
- Ability to perform manual labor for extended periods of time and work under most weather conditions.
- Ability to stand, bend, kneel, reach, climb, walk, and lift up to 50 pounds.
- Ability to work independently as well as part of a team; work cooperatively with others and take direction.
- Ability to deal tactfully and effectively with the public.

This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. The Village reserves the right to add, change or delete functions of this position at any time.