

Town of Warwick

Job Description

Job Title: Cemetery Grounds Trimmer

Reports To: Cemetery Commission

Hours: Part-time 4 to 5 hours on average per week during growing season

Duration: One season appointment with renewal at Commission discretion, position is classified as temporary part time.

Compensation: \$12.75 per hour

Position Summary

Laborer position for the purpose of trimming the cemetery grounds where mower cannot reach. The Cemetery Grounds Trimmer is hired by the Cemetery Commission and serves under their general direction with immediate supervision provided by Cemetery Grounds Mower.

Essential Duties

Trims around stones, trees, plantings, etc where mower unable to readily reach using gas powered string trimmer, hand clippers, and/or other appropriate trimming tools.

Maintains trimming tools in good working condition.

Rakes leaves and picks up branches and debris as needed or directed.

Assists in chipping brush as needed.

Fills and re-grades low areas with loam; seeds, mulches, and waters affected areas as directed and time allows.

Keeps hearse house clean and orderly.

Shows consideration and courtesy to visitors in operation of equipment and noise.

Performs other labor duties as needed when so directed.

Supervisory Responsibilities

None

Education, Experience and License Requirements

Must be at least 16 years of age; no education, experience or licenses required

Knowledge, Abilities and Skills

General knowledge of the tools, techniques, equipment, and procedures used in trimming equipment operation, repair and maintenance including proper gas and oil mixtures.

Ability to operate and maintain trimming equipment.

Ability to follow instructions, work in an efficient manner, and avoid all damage to gravestones, plantings, fixtures, and equipment.

Physical Demands

Work Environment

Work is performed outdoors or in the shop with exposure to heat, cold, dust, loud noise, exhaust emissions, and insects. Work often involves foot travel on uneven terrain and in conditions with exposure to the hazards associated with working

with equipment. Operator to use personal protective equipment including ear and eye protection as appropriate.

Operation of power equipment entails inherent risk. Employee shall follow standard best practices and exercise due caution when operating equipment. Employee must wear appropriate clothing as directed.

ADA Special Requirements

The abilities 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 an individual with disabilities to perform the essential functions.

Physical Ability

Required to sit, stand, walk, bend, reach, twist, squat, crouch, crawl, and kneel. Frequently required use of hands to finger; handle or feel objects, tools, or controls; reaches with hands and arms. Frequent moderate to heavy physical effort required to perform related fieldwork. Ability to traverse rough or uneven territory. Tasks may involve some lifting, carrying, pushing and / or pulling objects and materials of moderate to heavy weight (25-50 pounds).

Sensory Requirements

Must be able to communicate orally. Must be able to hear normal sounds, distinguish sound as voice patterns and communicate. Must be able to perceive and discriminate between visual cues and signals. Vision at or correctable to normal ranges.

Environmental Factors

Essential functions are regularly performed with exposure to adverse environmental and site conditions.

Affirmative Action / Equal Employment Opportunity

The Town of Warwick is an Equal Employment Opportunity / Affirmative Action Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Town.

Summary

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description does not constitute an employment agreement between the Town and the employee and is subject to change by the Town as the needs of the Town and the requirements of the position change.

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James Toth
Warwick Cemetery Commission
jtoth@crocker.com
978-544-3128 home
413-658-8960 cell