

CITY OF SHELBYVILLE, TENNESSEE
CEMETERY LABORER (SEASONAL/PT)

DEFINITION

This employee performs a variety of manual labor tasks in the areas of cemetery labor. Duties include cutting grass, trimming grass loading and unloading dirt, gravel, trash and other debris, including collection and disposal of refuse at cemetery locations.

The employee is under the immediate supervision of the Sexton of Cemetery or his assignee. Instructions to the employee vary from detailed and specific to generally specific.

The employee will be required to perform any other tasks as may be required to accomplish the essential functions of the position as set out herein. The employee in this position is seasonal and is limited to 1000 hours per calendar year.

EQUIPMENT/JOB LOCATION

The employee will use a variety of hand tools and small machinery such as a weed eater, riding or push mowers, chainsaws, rakes, shovels, etc. at City cemeteries and surrounding areas.

The employee will be required to lift, carry, dig, climb, bend and move moderately to very heavy objects. The employee may be exposed to all types of weather conditions with possible exposure to fumes, chemicals, or toxic substances. In addition, the employee may occasionally be required to work in high places.

ESSENTIAL FUNCTIONS OF THE JOB

1. Performs a variety of general labor duties such as painting mowing, weed spraying, brush and weed trimming, and general maintenance.
2. Removes debris from city cemetery lots and rights-of-ways. Loads and unloads dirt, gravel, trash, refuse and other debris.
3. Operates mowing machines and other small machinery.
4. Must perform heavy manual labor for extended periods under some unfavorable climatic conditions, frequently lifting objects over 50 lbs.
5. Assists skilled laborers in the performance of their duties. Cleans equipment and tools.
6. Performs routine maintenance on machinery and tools.
7. Operates a tractor and other light mowing equipment.
8. Performs related work as required.

REQUIRED KNOWLEDGE AND ABILITIES

1. Knowledge of the materials and equipment used in general maintenance and construction work.
2. Knowledge of occupational hazards and safety precautions.
3. Ability to carry out oral or written instructions.
4. Ability to establish and maintain effective working relationships with other employees and members of the general public.

QUALIFICATIONS

- Minimum 18 years old to apply
- Possession of a valid Tennessee operator’s license
- High School Diploma or GED equivalent preferred
- Must pass a drug screen test

APPLICANT/EMPLOYEE ACKNOWLEDGMENT:

The job description for the position of Cemetery Laborer (Seasonal/PT) for the City of Shelbyville Public Works Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Signature

Date