



JOB TITLE Equipment Operator/Burial Services	DATE July 29, 2009
DEPARTMENT Cemetery	COMPARABLE WORTH RATING

REPORTS TO – Cemetery Sexton/Sanitary and Sewer Foreman, Public Works Superintendent

SCOPE OF POSITION:

General Statement of Duties: Provide burial services and operate back hoe and other equipment.

Tools and Equipment: Dump truck, back hoe, Cushman, mowers with attachments, snow blower, lowering devices, impactor, vault, trimmers, air compressors, hydraulic jack, burning and welding equipment, grinders, hand and power tools, chains, ropes, saws, paint brushes, bars, rollers, rakes, heaters, etc., computer.

Sand, gravel, black dirt, snow, replacement parts, hardware, lubricants, paint, grave markers, etc.

Work Environment: Primarily outdoors, all-weather conditions. Handling of fertilizers, chemicals, solvents, fuels, and welding materials.

Supervision Received: Cemetery Sexton/Sanitary & Sewer Foreman

Supervision Exercised: Exercises general supervision oer summer help.

PERFORMANCE RESPONSIBILITIES:

The following list is not intended to be all inclusive, as duties will vary depending upon the direction of the Cemetery Sexton/Sanitary & Sewer Foreman.

- Receive instructions from supervisor.
- Overtime may be required
- Secondary Pool Assignments – by Seniority
- Direct/coordinate disinternments. internments, and reinternments. Be responsible for paperwork and communications with funeral homes or families concerned as directed by the Cemetery Sexton/Sanitary & Sewer Foreman.
- Operate back hoe to open graves, moves headstones, ditch areas, compact graves, remove snow. Operate dump truck as required to haul supplies and material. Operates mowers and weed cutter as required.
- Maintain water line systems. Replace broken lines, faucets, etc. Remove stand pipes and blow out in fall.
- Look up grave locations as required, check index file, lot and plot maps.
- Maintain and repair small motors by installing pistons, rings, valves, short block. Change plugs, points, brushes, coils, pumps. Replace alternators, batteries. Lubricate equipment.



- Fabricate brackets, covers, holding devices for equipment. Perform maintenance welding. Cut and burn as required. Maintain lowering devices.
- Perform rough carpentry work such as make benches, install locks, repair door frames, etc. Pour concrete and finish as required.

PERFORMANCE RESPONSIBILITIES:

- Keep area in clean and orderly condition.
- Maintain water line system. Replace broken lines, faucets, etc.
- Operate back hoe as required, move headstones, lower caskets, backfill graves, landscaping. Place caskets in vault.
- Repair small motors by installing pistons, rings, valves, short block. Change plugs, points, brushes, coils, pumps. Replace alternators, batteries.
- Fabricate brackets, cover holding devices for equipment. Perform maintenance welding. Cut and burn as required.
- Sharpen blades and drills. Maintain lowering devices.
- Perform rough carpentry work such as make benches, install locks, repair door frames, etc. Pour concrete and finish as required.
- Keep area in clean and orderly condition.
- Lubricate equipment.

KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of cemetery computer system.
- Understand rules and regulations pertaining to Hibbing Park Cemetery – i.e. number of graves sold per family, headstones/footmarkers allowed, lots sold per family, etc.
- Considerable ability to communicate tactfully and effectively with the general public.
- Use close attention when operating back hoe to prevent damage to monuments and foot stones.
- Must have experience and skill necessary to perform disenternments.
- Require safety training. Knowledge of MSDS.
- Make general repairs to equipment involving knowledge of mechanical principles.
- Exercise considerable judgment in selecting and using materials, tools, and equipment in maintenance work.
- Use tradesman's tools. Operate levers and pedals on back hoe.
- Use close attention when operating back hoe to prevent damage to materials.
- Prevent damage to light mobile equipment.
- Perform auxiliary or service operation when closely connected with digging graves and maintaining cemetery equipment.
- Ordinary care and attention required to prevent injury to others where others are occasionally exposed.
- Moderate physical exertion in operation of back hoe and performing tradesman's duties.
- Ability to lift up to 55 pounds.



MINIMUM QUALIFICATIONS:

- High School diploma, or equivalent
- Class Driver's License Class "B" Driver's License
- Prior experience operating excavation equipment
- Mechanical aptitude or experience

REVIEWED AND APPROVED BY:

Staff Representative – AFSCME

City of Hibbing – Administrator

Date 4/10/13

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