



<b>JOB TITLE</b> Equipment Operator/Maintenance	<b>DATE</b> July 29, 2009
<b>DEPARTMENT</b> Cemetery	<b>COMPARABLE WORTH RATING</b>

**REPORTS TO** –Cemetery Sexton/Sanitary & Sewer Foreman

**SCOPE OF POSITION:**

General Statement of Duties: To operate dump truck and equipment to provide burial services and maintain equipment.

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

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

Supervision Received: Cemetery Sexton/Sanitary & Sewer Foreman

Supervision Exercised: None

**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.
- Operate dump truck to haul materials such as dirt, sand, gravel, fill, snow, replacement parts, equipment, etc.
- Operate power mowers and weed cutter as required.
- 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:**


- Working knowledge of the Cemetery Management System.
- Extensive physical exertion in the handling of weight materials and tools.
- Use close attention when operating the dump truck to prevent damage to monuments and footstones.
- Must have experience and skills necessary to assist operator with disenternments.
- Require safety training. Knowledge of MSDS.
- Make general repairs to equipment involving knowledge of mechanical principles.
- Perform semi-routine job involving some variety of detail and requiring judgment in driving equipment and making repairs to small equipment.
- Use hand and tradesman’s tools and repair and adjust machines and equipment.
- Use close attention in repair and adjustment of machines and equipment and handling materials.
- Moderate care and attention required to prevent damage to light mobile equipment and power tools.
- Performs auxiliary or service operations when closely associated with other processes in cemetery operation.
- Ordinary care and attention required to prevent injury to others when operating equipment where others are occasionally exposed.
- Moderate mental or visual application required for performing repairs and adjustments on small equipment.
- Extensive physical exertion. Use variety of medium-sized tools in repairs. Prepare grave sites.
- Set and re-set headstones of considerable weight and size. Ability to lift 55 pounds.

**MINIMUM QUALIFICATIONS:**

- High School diploma, or equivalent
- Class “B” Drivers License
- Mechanical aptitude or experience
- Ability to operate the backhoe and other equipment

**REVIEWED AND APPROVED BY:**

  
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Staff Representative – AFSCME

  
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City of Hibbing – Administrator

4/10/13  
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Date

4-10-13  
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Date