

Montville Township Board of Trustees

An Equal Opportunity Employer

POSITION DESCRIPTION

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| Employee Name: | Position Title: Cemetery & Grounds Manager |
| Department: Board of Trustees | Employment Status: Part-time |
| Reports to: Trustee Liaison | FLSA Status: Non-exempt |
| Normal Hours: Not to exceed 29 hours per week | EEO Status: 08- |
| Civil Service Status: Unclassified | |

CLASS DESCRIPTION:

This is a general maintenance position that reports directly to the Board of Trustees through the assigned Trustee Liaison. This position provides general maintenance and upkeep of cemetery responsibilities, building and grounds, and road maintenance. This position may include other responsibilities as assigned by the Board of Trustees.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities for the position.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid State of Ohio Driver's license. Valid Ohio Class B Commercial Driver's license, must maintain insurability under the Township's Insurance Policy.

EQUIPMENT OPERATED:

The following are examples only and are not intended to be all inclusive: Traffic control tolls, hand tools, welders and torches, power tools, chainsaw, dump-truck, snowplow truck, tractor, chipper, loader, excavator, backhoe, wheel loader, air compressor, weed whacker, lawn mower, etc. Must be able to operate a small dump truck and tow a loaded landscaping trailer.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee must negotiate, use, work with, or in the vicinity of: public roads floor and wall openings; open-sided floors; platforms and runways; portable and fixed ladders; stairs; and scaffolding; compressed gases (e.g., oxygen, argon, acetylene); flammable and combustible liquids (e.g., gasoline, diesel fuel, propane); corrosives, air contaminants; hazardous chemicals; human blood or other potentially infectious materials; personal protective equipment including eye and face protection, respiratory protection, head protection, foot and head protection; overhead or gantry crane and other vehicles on a construction site; woodworking equipment; hand and portable tools; abrasive wheels; arc welding and cutting; electrical wiring; other construction activities; lift up to eighty (80) pounds and carry up to eighty (80) pounds.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

JOB DESCRIPTION AND WORKER CHARACTERICTS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

Date Adopted: ____4-29-2021_____

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- 30% (1) Cemetery: Works with Cemetery Sexton on the layout, operation and maintenance of cemetery grounds. Performs the opening and closing of graves, installs footers for headstones and footstones and arranges for the placement of headstone and footstones, and general cemetery maintenance including but not limited to: grass mowing, weed trimming, leaf removal, snow removal, grave site restoration, seeding, brush/tree trimming and/or removal and general beautification. Assists with funeral services and arrangements. Assists with burial recoding and burial permits.
- 30% (2) Building and Grounds: Performs ground maintenance (e.g., operates tractor and light accessory equipment to mow grass, remove snow, rake leaves, pull weeds, trim trees and bushes; removes ice from sidewalks and spreads salt, operates equipment, sprays pesticides and uses garden tools to improve and maintain appearance of ground, etc.); Performs minor and significant building and repair tasks (e.g., paints walls and ceilings; cleans drains, installs or repairs light fixtures; change filters on equipment, etc.); moves furniture fixtures, equipment and materials; performs minor carpentry tasks; operates pick-up truck to transfer waste, deliver equipment, pick-up parts, etc.; accepts delivery of materials and assists in off-loading trucks. Gathers and disposes of trash; empties and cleans wastebaskets, ashtrays, bathrooms, floors and trash receptacles; performs general janitorial services (dusting, vacuuming, etc.); maintains and replenishes inventory of cleaning supplies; places orders of materials needs; requisitions replacement supplies and repair of cleaning equipment.
- 20% (3) Roads: As needed, performs snow and ice removal at all designated areas at the community center and assigned designated roadways. Shall be able to load township vehicles with ice control materials by use of various township owned equipment for spreading in all designated areas. Operates light equipment such as chainsaws, weed whips, shovels and related equipment for minor road maintenance projects including but not limited to culvert pipe cleaning, down or fallen trees and limbs, and tree trimming as needed. Shall operate township owned roadside mower tractor and boom after proper training. Shall be able to operate township owned utility tractor and mower for the township owned park areas during mowing season and again operate the utility tractor with rear mounted snow blower for cemetery driveway cleaning during the winter when required. Shall perform light duty routine general maintenance (e.g., check fluid levels, tire pressure, lights, brakes and other safety devices, washes vehicles, etc.) on all township owned equipment including trucks, loaders, lawn equipment, chain saws, mowers, and tractors. Shall be able to document a maintenance record of such activities and forward copies as needed and report monthly to board of trustees. Any safety related items found shall be brought to the attention of the proper authorities or trustee immediately. All township owned trucks and equipment shall be power washed and kept clean and lubricated as best as possible. Shall provide the board of trustees with accurate and current calculation of snow and ice control materials and aggregate on hand. Shall keep records of fuel usage monthly by the road department activities and provide copies to the Trustees monthly. Shall perform routine road garage cleaning and organization with proper inventory of hand tools and supplies as needed.
- 10% (4) Must attend and assist with annual Township Cleanup Day. Will assist in the planning, organizing, and rubbish collection on the day of the Township Cleanup Day.
- (5) Miscellaneous Township Work as Assigned.

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- (6) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.
- (7) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

- 10% (8) Performs other related duties as assigned.
- (9) Attends meetings (including trustee board meetings) as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: *Montville Township's goals and objectives; *policies and procedures; department goals and objectives; department policies and procedures; safety practices and procedures; emergency response operations for release, or threats of release, of hazardous substances (asphalt); two-way radio operations; road construction, maintenance, and repair; proper lifting techniques, snow and ice removal.

Skill in: Traffic control, road maintenance, building maintenance, janitorial services, grounds maintenance, motor vehicle operation; snow and ice control operation; equipment operation; operation of light and heavy hand held equipment.

Ability to: carry out instructions in written, oral, or picture form; deal with problems involving several variables within familiar context; recognize unusual or threatening conditions and take appropriate action communicate effectively; cooperate with co-workers on group projects; develop and maintain effective working relations; resolve complaints; perform heavy manual labor for extended periods of time in often adverse conditions; travel to and gain access to work sites.

POSITIONS DIRECTLY SUPERVISED: none

(Signature of Employee)

(Date)

(Signature of Appointing Authority)

(Date)

(Signature of Appointing Authority)

(Date)

(Signature of Appointing Authority)

(Date)

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