

# Montville Township Board of Trustees

An Equal Opportunity Employer

## POSITION DESCRIPTION

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

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### 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 occasionally, road maintenance. This position also contemplates 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 A 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, power tools, chainsaw, dump-truck, snowplow truck, tractor, chipper, roller, loader, excavator, backhoe, wheel loader, power broom, air compressor, weed whacker, crack sealer, tack buggy, lawn mower, etc.

### 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 CHARACTERISTICS:

JOB DUTIES in order of importance

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

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

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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; changes oil and 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.
- 15% (3) Roads: As needed, performs snow and ice control activities and applies brine material. Performs traffic control and maintenance of traffic in activity work zones within and outside of the right-of-way. Performs various tasks related to crack-seal operation. Operates light equipment such as saws, chippers, rollers, front end loaders, backhoes, excavators, wheel loaders, power broom, air compressor, and welders to assist in construction and repair of roads, ditches, bridges, and related areas. Performs routine preventative maintenance on various equipment operated (e.g., check fluid levels, tire pressure, lights, brakes and other safety devices, washes vehicles, etc.) and reports problems and/or malfunctions to the proper authorities; maintains records reflecting fuel used to operate equipment; stock piles salt and cinders. Operates mowers, road side mowers, and boom mowers. Performs unskilled and semi-skilled labor to repair roads, ditches, bridges, and guardrails; operates small hand tools and power tools such as chain saws, rakes, air tools, and shovels; performs culvert installations and repairs; removes and trims trees from roadways. Performs heavy manual labor tasks such as shoveling, raking, and other tasks necessary on road, bridge and drainage crews in maintenance or construction type situations. Provide information and calculations of snow and ice control materials and aggregate and building materials for road maintenance.
- 15% (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.
- (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:

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- 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

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(Signature of Employee)

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(Date)

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(Signature of Appointing Authority)

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(Date)

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(Signature of Appointing Authority)

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(Date)

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(Date)

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