

City of Tuscumbia

Position of Job Description

POSITION TITLE: Groundskeeper

REPORTS TO: Cemetery Sexton

DEPARTMENT: Oakwood Cemetery

POSITION PURPOSE

Under the direction and supervision of the Cemetery Sexton, the duties consist of performing general maintenance on all cemetery facilities and other duties as required. Also involves the operation of tractors, mowing machines, trucks, and general maintenance on equipment as needed.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. Follows all safety rules and regulations of the City of Tuscumbia and reports all safety concerns directly to the Sexton.
 2. Responsible for the overall presentation and appearance of the cemetery which includes working with other groundskeepers and the Sexton to accomplish the historical values of Oakwood Cemetery.
 3. Performs general maintenance in Oakwood Cemetery including: cutting grass, trimming trees and shrubs, weeding, landscaping, cleaning restroom, warehouse and breakroom facilities.
 4. Excavating of graves, sodding, fertilizing the grounds, and assisting with the setting of markers.
 5. Performs other related duties as assigned by the Cemetery Sexton.
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PERFORMANCE MEASUREMENTS

1. Adheres to city policy and procedures.
 2. Must be courteous, efficient and neat in appearance while consulting with the public.
 3. Establishes and maintains effective working relationships with others in working toward common goals. Contributes to a work atmosphere conducive to team development. Shares information, expertise and resources with others.
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PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

Physical Strength: While performing the duties of this job, the employee is required to stand, walk and lift or move up to 50 pounds or more. Employees are required to work onsite Monday through Friday with occasional weekend work when necessary.

WORKING CONDITIONS

Must have the ability to perform manual tasks requiring physical strength and endurance under variable weather conditions. If employee operates a city vehicle, the employee must have a valid driving history background check for insurance purposes.

MENTAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

Reasoning Ability: Ability to apply common sense and understanding to problems.

Mathematics Ability: Ability to perform basic math skills and have the ability to keep maintenance records.

QUALIFICATIONS

Education: Applicant must have a High School Diploma or GED.

Required Knowledge: Must have some skill in the use of basic hand tools and the operation of power equipment.

Must have experience in operation of tractors, trucks, dump trucks, and mowing equipment.

Please note the above statements describe the general duties and level of work of the position and do not include the entire list of duties and responsibilities required.

APPROVED BY:

DATE: Dec 19, 2023

/s/
WILLIAM G FOSTER, MAYOR