

TOWN OF WESTMINSTER

JOB DESCRIPTION



POSITION: Cemetery Laborer (Seasonal Position)

HOURS/WEEK: Per Diem up to 18 hours

ANNUAL/HOURLY SALARY: \$15.82 - \$17.34 (*based on experience*)

DUTIES/RESPONSIBILITIES:

Town of Westminister is seeking a motivated individual to maintain Cemetery grounds under general supervision of Cemetery Foreman.

Responsibility examples are mowing and trimming grass, gathering and removing leaves, snow removal, sanding of cemetery paths and roadways, planting and trimming shrubs and tree limbs, filling and reseeding sunken graves, straightening and reconstructing damaged monuments. Participates in the locating of cemetery lots and graves via burial records and/or maps, opening and closing of gravesite, setting up of greens, lowering device, and other tasks related to the burial process. Work requires agility and physical strength, such as moving about rough terrain.

EDUCATION/OTHER REQUIREMENTS:

Minimum Requirements:

18 years of age or older

High School diploma or equivalent, minimum of one (1) year work experience or any equivalent combination of education, training and experience.

Valid Driver's License.

Mass Hoisting License 2A or 2B, *preferred* but not required

Heavy equipment operation experience, *preferred* but not required

Ability to work in varying weather conditions, work is performed outdoors

Work may require lifting or carrying heavy.

Pre-employment conditions: CORI, drug screening, pre-employment physical.

Seasonal Position: Part-time, no benefits

HOW TO APPLY:

SUBMIT A COPY OF THE FOLLOWING TO: HR@WESTMINSTER-MA.GOV OR DROP OFF IN PERSON OR MAIL TO: PERSONNEL ADMINISTRATOR, TOWN OF WESTMINSTER, 11 SOUTH ST, WESTMINSTER, MA 01473

✓ COVER LETTER

✓ RESUME

✓ TOWN OF WESTMINSTER JOB APPLICATION - (*the application must accompany the cover letter & resume*) [click here...](https://www.westminster-ma.gov/sites/g/files/vyhlif1431/f/pages/fillable_application_for_employment-rev_072018_1.pdf)

[HTTPS://WWW.WESTMINSTER-MA.GOV/SITES/G/FILES/VYHLIF1431/F/PAGES/FILLABLE_APPLICATION_FOR_EMPLOYMENT-REV_072018_1.PDF](https://www.westminster-ma.gov/sites/g/files/vyhlif1431/f/pages/fillable_application_for_employment-rev_072018_1.pdf)

APPLICATIONS DUE BY: Position will remain open until filled

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POSITION TITLE:	Laborer	GRADE LEVEL:	1
DEPARTMENT:	Cemetery Department	DATE:	02/12/2016
REPORTS TO:	Cemetery Superintendent	FLSA STATUS:	Non-Exempt

STATEMENT OF DUTIES:

The Laborer is responsible for the performance of skilled manual work in the maintenance, construction and repair of the town cemetery system and the overall completion of public works-related projects. The employee is required to perform all similar or related duties.

SUPERVISION REQUIRED:

Under the direct supervision of the Cemetery Superintendent, clear, detailed, and specific instructions govern the work or are explained with each assignment. Questionable situations are referred to the supervisor. The supervisor reviews the work in progress or upon completion as necessary.

SUPERVISORY RESPONSIBILITY:

The employee does not regularly supervise other Town employees.

CONFIDENTIALITY:

The employee does not have regular access to confidential information in accordance with the State Public Records Law.

ACCOUNTABILITY:

The nature of work or the operation of large, complex or potentially dangerous equipment increases the probability that the consequences of errors, missed deadlines or poor judgment may include significant monetary losses, waste of material, damage to buildings, equipment as well as danger to public safety and/or personal injury.

JUDGEMENT:

Well-defined or detailed rules, instructions, and procedures cover all aspects of work. Judgment involves choosing the appropriate practices, procedures, regulations, or guidelines to apply in each case.

COMPLEXITY:

Work consists of routine or repetitive tasks and/or operations with few variations in established procedures.

WORK ENVIRONMENT:

The employee constantly performs work outdoors on a variety of public works-related projects and is regularly exposed to equipment/machinery, noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease, and risk of personal injury. Work is continually performed outdoors, regardless of weather conditions. The employee may be required to work beyond normal business hours at nights and/or on weekends.

NATURE AND PURPOSE OF PUBLIC CONTACT:

Relationships are primarily with co-workers and the public incidental to the purpose of the work involving giving and receiving factual information about the work. Ordinary courtesy and tact is required.

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OCCUPATIONAL RISK:

Essential functions regularly present potential risk of injury to the employee from the improper exposure to extreme weather conditions or the operation of heavy equipment which could result in loss of time from work. Special written instructions, safety precautions, training, or protective gear is required at all times.

ESSENTIAL FUNCTIONS:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Maintains cemetery grounds, including mowing and trimming grass, gathering and removing leaves, snow removal, sanding of cemetery paths and roadways, planting and trimming shrubs and tree limbs, filling and reseeded sunken graves, straightening and reconstructing damaged monuments.

Responsible for setting veteran markers and assisting with construction of foundations for monuments.

Inspects and maintains equipment on a daily basis, including preventive maintenance and minor mechanical repairs.

Performs building maintenance as needed, including interior and exterior painting, cleaning floors, washing windows, cleaning restroom and office areas.

Works together with supervisor and peers to assist in the development of operational methods and procedures, safety precautions, cemetery layout, etc.

Participates in the locating of cemetery lots and graves via burial records and/or maps, opening and closing of gravesite, setting up of greens, lowering device, and other tasks related to the burial process.

Provides some after hour and weekend availability to assist with burials and related tasks.

Operates fire/security system and may be called upon to assist first responders in resetting system if Knox Box has been used.

RECOMMENDED MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

Position requires a minimum of a High School diploma or equivalent; minimum of one (1) year of prior work experience in the operation of heavy equipment; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

SPECIAL REQUIREMENTS:

Class D Driver's License

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KNOWLEDGE, ABILITIES AND SKILLS

KNOWLEDGE:

Working knowledge of the safe and effective operation and mechanics of light and heavy equipment and machinery, hand tools and cemetery department operations. Working knowledge of the occupational hazards and safety precautions of the trade. Knowledge of hydraulics.

ABILITIES:

Ability to read and interpret construction project plans, follow written directions and oral orders, pay careful attention to details, perform work under extreme weather conditions for long periods of time. Ability to interact effectively with all other utilities. Ability to recognize unsafe working conditions to ensure that appropriate safety precautions are taken to ensure employee safety and to follow oral and written instructions or directions. Ability to be self-motivated. Ability to effectively and safely operate a wide range of construction equipment including hand and pneumatic tools and power equipment. Ability to complete assigned work under adverse weather conditions and to work long, extended hours during unplanned emergencies such as snow storms or floods.

SKILLS:

Basic motor and mechanical skills required in the safe and efficient operation of department equipment, tools, and department machinery.

PHYSICAL AND MENTAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

PHYSICAL DEMANDS:

Work requires agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Occasionally, work may require lifting heavy objects and carrying them. There may be need to stretch and reach to retrieve materials. Usually, the work will require extended physical effort over a significant portion of the work day and often under adverse weather or emergency conditions during all hours of the day.

MOTOR SKILLS:

Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples may include using hand and power tools, operating heavy equipment/vehicles or climbing a ladder.

VISUAL DEMANDS:

Position requires the employee to routinely read and interpret documents and to distinguish colors on a regular basis.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

The Town of Westminster is an Equal Opportunity Employer

