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| <b>TITLE:</b>                   | <b>CEMETERY GROUNDSKEEPER</b>     |
| <b>DEPARTMENT:</b>              | PARKS AND RECREATION              |
| <b>LOCATION:</b>                | RIVERSIDE CEMETERY                |
| <b>PHYSICAL CLASSIFICATION:</b> | MEDIUM/HEAVY                      |
| <b>WAGE CLASS:</b>              | HOURLY/PART-TIME, SEASONAL HOURLY |
| <b>RATES:</b>                   | \$12.00 TO \$13.50                |

**Mission Statement:**

The mission of the City of Sault Ste. Marie is to provide a sustainable small urban environment in an international setting for the well-being of its citizens by planning for and managing its physical development in an environmentally friendly manner, by fostering an economy to support its public and private infrastructure, and by nurturing historical, cultural, and recreational activities that enhance the quality of life within it.

**General Purpose:**

A groundskeeper is responsible for the general labor that is to be done at the Riverside Cemetery and Maple Ridge Cemetery. This includes safely operating hand tools and power tools, assisting the Cemetery Sexton and full-time staff with general maintenance of the cemeteries. Work will be performed outdoors in varying weather.

**Supervision Received:**

Work is performed under the general direction of the Cemetery Sexton.

**Supervision Exercised:**

None.

**Job Duties:**

- Maintain cemetery grounds utilizing best practices of mowing and line trimming.
- Various duties of digging utilizing shovel, pick or other tools as designated.
- Assist in mixing, pouring, and setting concrete foundations for grave markers.
- Perform general maintenance on the tools and machinery on a day-to-day basis.
- Prune shrubs, trim trees, and plant flowers.
- Remove leaves, grass, and debris from graves, using leaf blowers and/or line trimmers.
- Other duties as assigned.

**Ability To:**

- Perform your duties outside in inclement weather.
- Work as a member of a team or independently, as your duties provide.
- Perform strenuous activity for extended periods of time.

- Communicate effectively with coworkers, supervisors, and customers.
- Interact with the public in a helpful, courteous, and tactful manner.
- Attend work as scheduled and/or required.

**Physical Requirements:**

- Frequent standing, walking, and riding mower equipment.
- Frequent bending, twisting, squatting, shoveling, lifting, and reaching.
- Ability to frequently lift and carry objects weighing up to 35 pounds.
- Physical ability to safely move about and conduct work in indoor and outdoor locations.
- Ability to withstand weather conditions, temperature changes, and varying noise levels.

**Hours of Operation:**

Monday through Friday – 7:00 am to 3:00 pm

Some weekends are possible.

*(Schedule is subject to change)*

The description above is intended to only serve as an illustration of the various types 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. The 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/or requirements of the job change. The City of Sault Ste. Marie is an ADA/EOE employer. Please see the Deputy City Manager for a complete description of the physical activities required for this position and working conditions. The City of Sault Ste. Marie is a Drug and Alcohol-Free Workplace with policies in place that may require testing and/or screening by City Policy.