

# CITY OF LOWELL

October 18, 2019

**JOB TITLE:** OAKWOOD CEMETERY SEXTON  
CEMETERY, FACILITIES, and DOWNTOWN MAINTENANCE

**JOB DESCRIPTION:** Under the general supervision of the Public Works Director, or his designee, is responsible to coordinate and oversee the daily operation and maintenance of the city's Oakwood Cemetery facilities and designated public landscaped areas including the downtown, perform ground maintenance of all city facilities, perform light building maintenance at all city facilities, perform all maintenance activities of city facilities in the downtown, including parking lots.  
Current pay range: \$18.69 -- \$22.65.

## **ESSENTIAL DUTIES:**

Essential duties as shown are not a comprehensive listing of all functions and duties performed within this classification. Essential duties and responsibilities **MAY** include but are not limited to the following:

- Maintain master plot plan of the Oakwood Cemetery.
- Assist with maintaining official cemetery burial and lot ownership records. Insure that pertinent files are updated.
- Assist with billing, as needed.
- Assist persons in the purchase of cemetery lots by showing those lots available for sale and assist with the coordination of the sale.
- Provide information on cemetery rules and regulations to the public as needed.
- Maintain grave lot marking system.
- Locate and mark out burial sites for interments.
- Provide monthly reports on cemetery accomplishments.
- Perform basic repair and maintenance duties of cemetery and all other city building and facilities.
- Maintain grass, trees, shrubs, flowers at cemetery, downtown area, City Hall, library, museum, city welcome signs, DPW, Fire Dept., all city parking lots.
- Oversee and assist with mowing of cemetery and other city properties.

- Use backhoe to open and close grave sites.
- Oversee part-time employees assisting with facilities maintenance.
- Perform semi-annual removal of items such as grave blankets, wreaths and decorations
- Maintain City Hall, Museum, Library, Welcome Signs, and other facilities as required.
- Respond to maintenance requests, including routine facility maintenance, facility inspections weekly/monthly, clear doorways of debris, clear walkways of ice/snow, other routine maintenance, etc.
- Remove snow from all downtown sidewalks.
- Maintain all City flag poles (6 downtown, 1 cemetery)
- Availability to work after hours for cemetery, facility maintenance emergencies, and snow calls.
- Assist Public Works crews as necessary.
- Other duties as requested by the Public Works Director.

**SKILLS AND/OR KNOWLEDGE:**

All of the following are essential. As employee in this class shall have the equivalent of the following:

- Knowledge of procedures and regulations governing cemetery operations in Michigan to efficiently and legally operate the city cemetery.
- Knowledge of the principles and practices of landscape management to plant, propagate and trim the city properties, including lawns, flowerbeds and trees.
- Knowledge of the basic building and facilities maintenance in order to maintain city property in good operating condition.
- Knowledge of safe operating practices of mechanical equipment
- Knowledge of safe and proper excavation techniques.
- Knowledge in MiOSHA rules and regulations.
- Knowledge of equipment, materials and approaches utilized in facility maintenance operations and related safety procedures, including knowledge of bio-hazard cleanup protocol and mitigation.
- Skill in compiling records and maps
- Skill in working with computer program packages.
- Skill in effectively communicating ideas and concepts.
- Ability to read and interpret drawings and specifications
- Ability to maintain accurate records, compile and analyze data, and prepare reports
- Ability to assess situations and effectively respond to them

- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with the public, employees, contractors, regulatory agencies and City officials.
- Ability to perform heavy manual labor in all types of weather conditions and under various working conditions.
- Ability to work in confined spaces.
- Must have good vision.
- Must be able to lift at least 50-pounds.
- Must be able to enter and exit excavation sites.
- High school diploma or GED, three years of experience in grounds maintenance.
- Must have, or must obtain a valid Michigan's Commercial Driver's License (CDL) with B and N endorsements within 3 months of hire.
- Ability to hold pesticide license in Core, 3A, 3B, and 6, and maintain them.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

While performing the duties of this job, the employee's environment can range from an office setting, to cemetery and parking lot grounds, to city facilities and construction sites. Physical demands, therefore, range from sitting in an office or vehicle to physical exertion associated with completing facility maintenance or outdoor construction or maintenance activities, including the strength and ability to lift and carry up to 50 pounds.

Therefore, the following physical demands and environmental characteristics will be encountered by employees at varying frequencies while performing the duties of this job: Standing, sitting, walking, climbing, balancing, stooping, crouching, crawling; communicating in person, by phone or radio, using manual dexterity to write, type and use tools or equipment; using sight and mobility to read printed materials or inspect work sites, evaluate infrastructure and observe work crews; tasting or smelling for chemicals or natural gas at excavation sites; etc.

The employee may be exposed to machinery and vibration, chemicals or fumes, high and precarious places or confined spaces, outside weather or environmental conditions and risk of electrical shock. The noise level in the office is quiet to moderate but can range to very loud at work sites.

October 2019

**CITY OF LOWELL**  
**DEPARTMENT OF PUBLIC WORKS**  
**OAKWOOD CEMETERY SEXTON POSTION**

October 18, 2019

The City of Lowell Public Works Department is seeking candidates to fill the Oakwood Cemetery Sexton position. The person who fills this position will be responsible to coordinate, oversee, and participate in the daily operation and maintenance of the city's Oakwood Cemetery facilities and designated public landscaped areas including the downtown, perform ground maintenance of all city facilities, including snow removal operations, perform light building maintenance at all city facilities, perform all maintenance activities of city parking lots.

Please send cover letter/resume/job application to:

City of Lowell  
ATTN: Human Resources: Sexton Position  
301 E. Main St  
Lowell, MI 49331

Resumes and applications may be emailed to: [lgerard@ci.lowell.mi.us](mailto:lgerard@ci.lowell.mi.us)

Resumes and applications will be accepted until position is filled. First review of applications will be October 31, 2019.