

**TITLE:** Parks and Cemetery Laborer  
Truck Driver/Equipment Operator/Laborer

**DEPARTMENT:** Parks and Cemetery  
Public Works

**REPORTS TO:** Parks and Cemetery Supervisor  
Public Works Director

**Pay/Grade:** Hourly, Grade 4

**SUMMARY:** The job requires mowing, watering, trimming and weeding Town cemeteries and outdoor public areas during the Spring and Summer months, in addition to assisting with burials and grave locations. In addition, this position performs a variety of unskilled and semi-skilled maintenance work, and operates a variety of equipment in the construction, operation, repair, maintenance and replacement of town roads and storm drain facilities and systems.

**EXAMPLES OF JOB DUTIES:**

1. Drives trucks of various sizes and weights in the loading, hauling and unloading of various equipment, gravel and sand.
2. Drives trucks of various sizes and weights in the plowing of snow and maintaining of roadways during winter storms.
3. Perform routine inspection and preventative maintenance on assigned equipment and refers defects or needed repairs to supervisor, cleans equipment.
4. Performs all duties in conformance to appropriate safety and security standards.
5. Performs required labor involved in construction and maintenance projects as part of a crew, including but not limited to paving of roads, ditch digging, construction of roadways, etc.
6. Operates a variety of power construction and maintenance equipment used in the highway department.
7. Mow and trim cemetery grass to maintain a neat appearance, weather permitting.
8. Trim and prune trees and shrubbery as required. Collect and remove such cuttings and dispose of properly.

9. Remove debris from cemeteries and other public outdoor Town areas such as the Green, caused by high winds or other causes.
10. Assist in identifying graves for the general public as needed
11. Straighten/restore settled or fallen markers.
12. Trim grass and weeds around markers to create a neat appearance.
13. In the winter, operate Trackless sidewalk plow or other snow removal equipment as assigned

**WORKING CONDITIONS:** This position performs primarily outside work. A wide variety of weather conditions can be encountered from high heat & humidity to blizzard conditions. Being able to lift light to heavy objects is a requirement of the position. The employee can be exposed to fumes, airborne particles and a variety of chemicals, risk of electrical injury and vibrations. Working on or around busy roadways, rivers & streams and forested areas are common. High noise levels can occur in many work situations. The employee will work around large road equipment, dump trucks and other moving vehicles. Long hours, in less than ideal conditions, may be necessary to complete tasks.

**KNOWLEDGE, SKILLS & ABILITIES:** The incumbent in this position must have a thorough knowledge of road equipment, dump trucks and other motorized vehicles necessary to complete job assignments in the public works area. A complete knowledge of hand tools, welding equipment and other specialized tools is preferred. In addition, the ability to work with a chainsaw, mowers and other types of lawn maintenance equipment is necessary.

**EDUCATION & EXPERIENCE:** A high school diploma or GED is required. Two years of experience in a comparable position is required. The applicant must possess a CDL or be able to obtain a CDL within 6 months of hire.

**LICENSES, CERTIFICATES & OTHER REQUIREMENTS:** The applicant must possess a CDL or be able to obtain a CDL within 6 months of hire.