

CITY OF GOSHEN, INDIANA

POSITION DESCRIPTION

Department: Cemeteries

Position: Skilled Labor/Operations Assistant

Job Category: LTC (Labor, Trades, Crafts)

Status: Permanent, Full-time

FLSA Status: Non-exempt

Date of Announcement: January 3, 2023

Application Deadline: Until position is filled

Essential Duties and Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive.

- Assists director & Assistant Director in supervising, planning and coordinating the work of individuals/crews engaged in the maintenance, repair and construction of City cemetery properties.
- Leads a mowing and trimming crew during the growing season.
- Assists with maintenance and transfer of equipment to and from Central Garage as needed.
- Assists the director in training new employees.
- Inventories departmental supplies.
- Follows maintenance, safety & environmental standards and procedures set by the director.
- Tracks equipment maintenance needs.
- Opens gravesites as needed.
- Operates a variety of equipment including backhoe, dump truck, and tractor.
- Assists director & AD in assessing & maintaining cemetery grounds year-round – including turf, buildings, drives & trees.
- Assists with the planting and care of new trees.
- Checks locations marked by Director & Assistant Director.
- Reports complaints to the director.
- Maintains composting piles as directed.
- Assists with snow removal.
- Performs other related essential duties as required.

Minimum Training and Experience Required:

- High school diploma or equivalency and relevant work experience; or any equivalent combination of education, training and experience which provides the necessary knowledge; skills and abilities.

Special Requirements:

- Must possess a valid driver's license.
- Computer literate – uses MS Outlook, Word, spreadsheets & ARC GIS Field Maps.

Minimum Physical and Mental Abilities:

- A preferred knowledge of cemetery practices, procedures, and equipment operations; a basic knowledge of proper use and application of insecticides and herbicides.

- A working knowledge of maintenance and repair on light equipment, small engines and plumbing.
- Ability to lift 35-50 pounds with occasional lifting of up to 75-100 pounds or more. The job may include heavy work involving lifting, carrying, pushing and pulling; ability to stoop, kneel, crouch and crawl; ability to climb and balance.
- Ability to observe and track details.
- Ability to meet deadlines. Ability to self-direct.
- Ability to work under stressful conditions, to respond immediately to crisis situations, and to balance priorities.

Mathematical Ability:

- Ability to add, subtract, multiply, divide and calculate decimals and percentages.
- Ability to use a measuring tape. Use simple geometry to find the fourth corner of a rectangle

Language Ability and Interpersonal Communication:

- Ability to establish and maintain effective working relationships with employees, other agencies and the public.
- Ability to communicate effectively with immediate supervisor, customers, other City employees and the general public both verbally and in writing.
- Ability to effectively interact with funeral directors and contractors.
- Ability to direct the work of others.
- Ability to relate in an appropriate manner to the families of the deceased.
- Ability to maintain composure and tactfully handle difficult situations and interpret questions correctly.

Environmental Adaptability:

- Ability to work outside in all weather conditions.

Rate of Pay:

- Grade 7 (\$21.00/hr) as designated by current salary ordinance.

Work Hours:

Mon-Friday, 7 am - 4 pm. Some weekends required.

Applications available in Human Resources, 204 E. Jefferson St., Goshen or online at www.goshenindiana.org. Click Job Opportunities.

The City of Goshen provides equal employment opportunities to all employees and applicants for employment. EOE/Drug Free/Smoke Free