

---

---

**City of Ogallala, Nebraska**  
**Position Description**

---

---

**Class Title:** Cemetery – Seasonal Laborer  
**Department:** Cemetery  
**FLSA Classification:** Non-Exempt  
**Age Requirement:** Minimum- 17 Years / Maximum – None  
**Salary Range:**  
**Date Effective:**

---

---

**GENERAL PURPOSE:**

Performs a variety of semi-skilled and technical tasks in the maintenance and operation of the cemetery. Assists with opening and closing of cemetery graves as needed.

**SUPERVISION RECEIVED:**

Works under the general supervision of the Cemetery Manager.

**SUPERVISION EXERCISED:**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Performs routine summer work, consisting of mowing, trimming, tree care, lawn watering, grave leveling, trash collection, shop and street cleaning and other duties as directed.

**PERIPHERAL DUTIES:**

Assist other City Departments as required or assigned.

**DESIRED MINIMUM QUALIFICATIONS:**

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of equipment, materials and supplies used in grounds maintenance; Knowledge of first aid and applicable safety precautions.
- (B) Skill in the operation of hand tools and equipment.
- (C) Ability to work independently and to complete daily activities according to work schedule; Ability to lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse weather conditions; Ability to communicate orally and in writing; Ability to use equipment and tools properly and safely; Ability to understand, follow, and transmit written and oral instructions; and, Ability to establish effective working relationships with employees, supervisors, and the public.
- (D) Ability to work irregular hours and weekends

**SPECIAL REQUIREMENTS:**

- (A) Valid state driver's license or ability to obtain one prior to employment.
- (B) If under the age of 18, must provide proof of completion of a state approved driving course, and proof of no moving traffic violation at time of hire.

**PHYSICAL DEMANDS:**

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 essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; stand; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, crawl or smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually loud.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview; reference check; job related tests may be required.

The duties listed above are intended only as illustrations 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 requirements of the job change.

Date Adopted: September 25, 2001

Revision History: