

# JOB DESCRIPTION



JOB IDENTIFICATION			
<i>Job Title:</i>	Service Maintenance Supervisor	<i>Pay Grade:</i>	SM-04
<i>Department:</i>	Engineering/Public Works-Cemetery Maintenance	<i>FLSA Status:</i>	Non-Exempt
<i>Location:</i>	Public Works Building/Field	<i>Reports to Position:</i>	Cemetery Supervisor
<i>Effective Date:</i>	October 7, 2017		

**JOB SUMMARY**

Assists with the supervision of service maintenance workers in the maintenance of municipal cemeteries. Working supervision to include removal of litter, mowing, weed eating, blowing and other maintenance requirements. Ensures proper loading/unloading and maintenance of tools and equipment. Ensure proper placement of traffic control devices when needed. Maintains daily activity reports and other records.

- ESSENTIAL JOB DUTIES/RESPONSIBILITIES**
- The following duties are normal for this position. The omission of specific statement of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned and expected aside from those set forth below to address operational needs and changing operational practices.
- Maintenance of municipal cemeteries to include trash removal, mowing, weed eating and blowing
  - Daily inspection of equipment and tools at the both the beginning and ending of the work day and reporting any deficiencies for repair
  - Loading and unloading of tools and equipment at the beginning and ending of the workday including safely securing tools and equipment during transit and proper storage when not in use
  - Ensures that the work zone is safe and all safety measures are in place to include traffic control

- Supervisory duties including providing guidance and direction of tasks to the service maintenance workers within the division and maintaining daily activity logs and other reports

## **QUALIFICATIONS**

### **Education and Experience Guidelines**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities required for this position would be:

#### **Education/Training**

High School Diploma or GED

#### **Experience**

Prior experience working in lawn care

Prior supervisory experience preferred

#### **Licenses or Certifications Required**

Possession of a valid driver's license from state of residence

The following generally describes the knowledge and abilities required in order to successfully perform the assigned duties of the position:

#### **Knowledge of:**

- Operation and preventative maintenance of lawn mowers, weed eaters, blowers and other grounds keeping equipment
- Supervisory practices needed to keep work running efficiently
- Work zone safety

#### **Ability to:**

- Keep notes on daily activities and assignments
- Operate a two way radio
- Follow instructions without immediate supervision in order to carry out assigned tasks
- Work after hours and weekends as requested/scheduled

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with the Americans with Disabilities Act, the City encourages both prospective and current employees to discuss potential accommodations needed to perform the essential duties of this position.

**Environment:** Work will primarily be in an outdoor setting with exposure to extreme heat, cold and inclement weather conditions.

**Physical Demands:** See accompanying page for details

**Key Working Relationships:** Cemetery Supervisor, Assistant Director of Engineering, Service Maintenance Workers of Cemetery Maintenance

## APPROVAL/ACKNOWLEDGEMENT

\_\_\_\_\_  
Department Head

City Engineer/Dir of PW

Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Director

HR Director

Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager

City Manager

Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Incumbent Employee Printed Name and Signature

\_\_\_\_\_  
Date

# PHYSICAL REQUIREMENTS – CEMETERY MAINT – SVC MAINT SUPERVISOR

**Rare**      **Occasional**      **Frequent**      **Continuous**  
**0%-10%**      **11%-33%**      **34%-66%**      **67%-100%**  
**of the time**      **of the time**      **of the time**      **of the time**

**Rare**      **Occasional**      **Frequent**      **Continuous**  
**0%-10%**      **11%-33%**      **34%-66%**      **67%-100%**  
**of the time**      **of the time**      **of the time**      **of the time**

LIFT/CARRY				
1-10 lbs		X		
11-20 lbs			X	
21-50 lbs		X		
51-75 lbs		X		
76-100 lbs	X			

EQUIPMENT USE & OPERATION				
Motor Vehicle		X		
Heavy Equipment (Backhoe, dump truck)	X			
Large Apparatus (Fire Truck, Street Sweeper)	X			
Small Equipment (Mower)				X
Handheld tool/equipment (tamps, weed eaters, shovel)			X	

PUSH/PULL				
1-10 lbs		X		
11-20 lbs			X	
21-50 lbs	X			
51-75 lbs	X			
76-100 lbs	X			

WORK WITH/NEAR				
Machinery				X
Electricity	X			
Power Tools	X			
Impact Tools	X			
Chemicals	X			
Fumes		X		
Heights	X			

MOVEMENT				
Bend/Stoop/ Twist			X	
Crouch/ Squat		X		
Kneel/Crawl		X		
Reach Above Shoulders		X		
Reach Below Shoulders			X	
Repetitive Arm Use			X	
Repetitive Wrist Use			X	
<b>Repetitive Hand Use</b>				
a) grasping			X	
b) squeezing			X	
Climb Stairs/Ladder	X			
Uneven Walking Surface			X	
Even Walking Surface			X	

ENVIRONMENT				
Indoors	X			
Outdoors				X
Extreme Heat				X
Extreme Cold				X
Dusty				X
Excessive Noise				X
Other (explain)	X			

ENDURANCE		
Task	Hours at One Time	Total Hours in an 8 Hour Day
Sit	2	2
Stand	6	6
Walk	6	6

**Additional Considerations (including clarification of any of the above)**

HEARING/VISION/DEXTERITY			
	N/A	AVERAGE	LOW
Hearing Acuity		X	
Visual Acuity		X	
Manual dexterity		X	