



# SHERIDAN COUNTY

## PLENTYWOOD, MT

Job  
Description  
Cemetery  
Groundskeeper

*Sheridan County is an equal opportunity employer. Sheridan County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

*This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. 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 change.*

<b>Job Title:</b> Cemetery Groundskeeper	<b>FLSA Status:</b> <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt
<b>Department:</b> Plentywood Public Cemetery District	<b>Reports to:</b> Plentywood Public Cemetery District Board/County Commissioners

**Work Unit Overview:** The Plentywood Public Cemetery District is tasked with the care and maintenance of the Plentywood Cemetery and the Plentywood Memorial Cemetery. The Plentywood Cemetery and the Plentywood Memorial Cemetery are sacredly devoted to the internment of the human dead.

**Job Summary:** The Groundskeeper is responsible for providing grounds maintenance at either the Plentywood Cemetery or the Plentywood Memorial Cemetery to ensure the grounds are attractive and safe by performing a variety of grounds maintenance operations effectively. Duties include preparing grounds by performing manual labor and semi-skilled work associated with landscaping work and maintenance to ensure that the Plentywood Cemetery and Plentywood Memorial Cemetery are maintained safely and efficiently.

**Essential Functions (Major Duties or Responsibilities):** *These duties are the essential functions and are not all-inclusive of all duties that the Groundskeeper performs.*

- Maintain trees and shrubs within the Cemeteries to ensure that the grounds are safe, effectively maintained, and aesthetically pleasing.
- Maintain lawn areas with tractor, industrial mower, riding mower, pushing mower, string trimmers, weed eaters, edger's and related power equipment to ensure lawn areas are attractive and groomed.
- Aerate, fertilize and seed lawns according to established procedures and product instructions to ensure proper growth and avoid unwanted weed or insect infestations. Water grass as necessary with sprinkler system. Minor maintenance of sprinklers.

- Collect and remove trash and debris using rakes, power blowers and by hand to ensure the Cemeteries have a well-maintained appearance.
- Perform seasonal maintenance tasks such as plowing snow from Cemetery lots, driveways, and walkways to ensure grounds are safe and accessible to other County staff and members of the public. This includes sanding/deicing procedures and shoveling using available equipment to ensure snow and ice are removed from designated walkways and driving surfaces.
- Maintain and operate grounds maintenance equipment by performing a variety of preventative maintenance, cleaning, oiling sharpening and related activities to ensure equipment performs optimally and minimize down time. This includes appropriately maintaining all hand tools.
- Operate County vehicles to transport materials. This includes collecting and delivering supplies/equipment, transporting trash, brush, clippings and recyclables to other County facilities, and related tasks.
- Maintain clean and safe public areas by installing and conducting routine maintenance of signs and reporting vandalism and hazards to proper authorities and the Cemetery. This includes removing graffiti, maintaining and repairing fencing and performing all related activities that contribute to creating a clean, safe and healthy environment for the public.
- Remove deadfall, storm damage, brush and dead trees.
- Maintain and clean the Cemetery equipment and machinery on the property excluding major plumbing, electrical and mechanical maintenance.
- Paint, minor repairs and maintenance as need on buildings, fences, fixtures and equipment.
- Assist with preparing for funerals by performing applicable cemetery duties before, during and after a funeral to ensure activities take place safely and according to applicable procedures.
- Measure and stake Cemetery plots.
- Remove wreathes and decorations after Memorial Day.

**Non-Essential Functions:**

- Assist in building maintenance, repair and renovations, and special construction projects as needed.
- Perform other duties as assigned including but not limited to managing special projects, attending meetings and conferences, providing backup for other staff, and participating in training.

- Occasionally help with digging cremation and burial plots.

**Physical Demands and Working Conditions:**

- Frequently required to climb on ladders and walk over uneven terrain to operate grounds equipment and remove trash, clippings, etc.
- Required to squat, stoop, and kneel to operate and repair equipment and to climb into trucks and onto other equipment.
- Must be able to lift and move bags of fertilizer and various other supplies weighing up to 100 lbs.
- Works outside in varying weather conditions and in areas with loud noise.
- Exposure to equipment where risk exists of getting burned, bruised or scraped and to environmental allergens such as grass, weeds and pollens.
- Contact with oil and petroleum products. Exposure to solvents, pesticides and herbicides. Exposure to gases and fumes

**Supervision Exercised:**

This position does not regularly supervise other County staff.

**Knowledge, Skills, and Abilities:**

The job requires knowledge of proper methods, techniques, materials, tools and equipment used in modern ground maintenance; of general landscaping methods and procedures; of supplies and tools used in planting and caring for lawns, trees, and shrubs; appropriate safety precautions, rules and procedures; proper lifting techniques; understanding pest and weed management practices; general maintenance of equipment and vehicles and the particular function and activities that take place at the Fairgrounds.

The job requires skill in using landscaping and grounds keeping equipment and in managing effective working relationships with other County staff and members of the public.

The job requires the ability to effectively use hand and power tools common to landscape maintenance; maintain tools and equipment in clean working order; meet schedules and time lines, to observe health and safety regulations, to work independently, prioritize and manage multiple tasks and effectively apply time management skills, problem-solve and establish and maintain positive and effective working relationships with diverse populations.

**Education and Experience:**

The job requires education and experience equivalent to graduation from high school or GED. Requires a valid Montana Driver's License.