

CEMETERY WORKER / ANIMAL CONTROL OFFICER

02/04/2013

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under the direction of the Cemetery Director, performs maintenance activities as assigned using a variety of machines, tools and equipment. Also catches animals running at-large and maintains animal pound.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

DUTIES:

- Receive written work orders or verbal instructions from the Administrator.
- Performs general maintenance, to include mowing and trimming, planting, litter and debris removal at Cemetery or other City properties.
- Operates backhoe, tractors, mowers, snow removal equipment, various small tools and power equipment.
- Knowledgeable of the safe use of tools and equipment.
- Drives truck and loads/unloads debris.
- Repairs streets and sidewalks with asphalt, cold patching materials and concrete.
- Catches animals running at-large, delivers and secures at pound, supplies food, water and personal care to detained animals.
- Maintain files of detained animals and disposition of each.
- Enforce regulations concerning treatment of domestic animals.
- Performs other related duties as assigned.
- Routinely inspects conditions and maintenance of equipment and facilities for safety, serviceability and cleanliness. Takes action to correct discrepancies.
- Must exercise independent judgment and initiative and should be able to handle tasks with integrity and with a minimum degree of supervision, when required.
- ***Must be able to work weekends and evenings, with or without notice, and assist other departments as needed.***

EDUCATION & 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 would be:

Education/Training:

High School Diploma or GED

¹See also physical demands below, which are essential as well.

Experience:

Experience in turf management a plus; Mechanical aptitude helpful.

Licenses/Certificates/Special Requirements:

1. Class B CDL with Airbrake Endorsement must be obtained within six (6) months of hire and kept current.
2. Must be at least 18 years of age.

Competencies:

1. Excellent written and oral communication skills
2. Customer focus
3. Dependability
4. Managing/resolving conflict
5. Problem solving/Issue Analysis
6. Productivity
7. Teamwork

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Standard office setting and outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting and in a field environment; to walk, stand and sit for long periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; must be able to lift 100 lbs. on a regular basis, carry, push and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information. **Vision:** See in the normal visual range with or without correction. **Hearing:** Hear in the normal audio range with or without correction.