

Position Description

Charter Township of Portage

Forest Hills Temporary, Part-Time, Cemetery Grounds Keeper

Seasonal Schedule: 24 Hours/week, May 1st to Nov. 1st, dependent on weather or needs of the Cemetery. Overtime only as approved by the Cemetery Sexton. Rotational Saturday scheduling will occur.

Pay/Classification: Hourly, non-exempt – rate established by Board of Trustees.

Job Summary: Reports to the Cemetery Sexton. Maintains the grounds, mowing, trimming, leaf vacuuming/Blowing, and operating other pieces of power equipment needed to perform that job. Provides supervision to volunteer and non-volunteer workers.

Job Duties and Responsibilities:

1. Mows grass, rakes grounds, and does brushing as required. Maintains the aesthetics of the cemetery and surrounding grounds.
2. Works in a safe manner not endangering himself or others and follows OSHA and MIOSHA rules relating to grounds maintenance, grave excavation and equipment operation.
3. Excavate graves and practices safe vault placement as outlined by State Law.
4. Places fall/winter deceased in the cemetery vault, and removes deceased for spring burial.
5. Works with the Sexton to inform the public for services and costs for burials.
6. Monitors, maintains and extends the irrigation system used by the public for plot maintenance.
7. Assists the Sexton with records.
8. Reports time bi-weekly on Township's time card.
9. Performs other duties as assigned.
10. The above is intended to describe the general content of and requirements of the performance of the position. It is not to be construed as an exhaustive statement of all the duties, responsibilities or requirements for a Grounds Keeper position.

Minimum Qualifications:

1. 17 Years of Age and or a High School Diploma or equivalent GED.
2. Valid State of Michigan Driver's License.

Desired Qualifications:

1. Experience working with power equipment related to park/cemetery grounds maintenance.
2. Ability to troubleshoot/repair small equipment and machines.

Work Conditions/Competencies/Environment:

- 1.) Requires prolonged standing, bending, stooping, and stretching. Also requires working in confined spaces, outdoors under various weather conditions, and lifting of heavy supplies and equipment.

Recommended by the Personnel Committee on ____ day of _____, 2023

Approved by the Township Board on ____ day of _____ 2023.

The Charter Township of Portage is an Equal Opportunity Provider and Employer