Groundskeeper

Cemetery

Toole County is an equal opportunity employer. The 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.

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<td>Department:</td>
<td>STC Cemetery</td>
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<tr>
<td>FLSA Status:</td>
<td>☑ Non-Exempt</td>
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Work Unit Overview: The Cemetery department is responsible for the upkeep and maintenance of the grounds, buildings and structures within the area that they are assigned to administer. The Groundskeeper ensures the areas of responsibility are clean, safe, and aesthetically pleasing according to established principles and practices.

Job Summary: The Groundskeeper is responsible for providing grounds maintenance at the assigned area within the County to ensure that grounds are attractive and safe by performing a variety of grounds maintenance operations effectively. Duties include preparing grounds for the events and other purposes the grounds are designated for by performing manual labor and semi-skilled work associated with maintaining lawns, fields, flowerbeds, shrubs, trees, and other general landscaping work to ensure that County grounds and facilities 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 incumbent performs.

- Design, plant, and maintain flower beds and areas for trees and shrubs within assigned grounds to ensure that grounds are safe, effectively maintained, and aesthetically pleasing. This includes pruning, trimming, weeding, and shaping as needed and ensuring that proper watering techniques and feeding/fertilizing schedules are effectively maintaining the healthy growth of flora and fauna. Establish new gardens and refurbish existing gardens accordingly.

- Maintain lawn areas with tractor, industrial mower, riding mower, pushing mower, string trimmers, weed eaters, edger’s and related power equipment to ensure assigned lawn areas are attractive and groomed according to established landscaping practices.

- Aerate mulch, fertilize, and seed lawns according to established procedures and product instructions to ensure proper growth and avoid unwanted weed or insect infestations. This includes
reading instructions and complying with all applicable laws when applying seeds, fertilizers, pesticides, insecticides, and keeping accurate records of application dates and procedures followed.

- Identify insect, disease, or environmental problems on turf, flowers, shrubs and trees in order to plan programs for fertilizer, pesticide, and other chemical applications to ensure healthy development and forestall death and disease.

- Rake and blow leaves, collect and remove trash and debris using rakes, power blowers and by hand to ensure County grounds have a well-maintained appearance to members of the public. This includes sweeping sidewalks, parking lots, steps and walkways as needed and removing trash and recyclables from designated containers and removing it from the premises to County facilities according to established procedures. Respond to emergency clean-ups and repairs.

- Perform seasonal maintenance tasks such as plowing snow from parking 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, minor corrective repair, oiling, sharpening and related activities to ensure equipment performs optimally and minimize down time. This also includes maintaining and repairing irrigation systems, performing light maintenance and repair on vehicles, and appropriately maintaining all hand tools.

- Performing applicable cemetery duties before, during, and after a funeral to ensure activities take place safely and according to applicable procedures. This may also include fencing off areas for crowd control and keeping records of activities and the requisite supplies and equipment needed.

- Operate County vehicles to transport material to and from job sites safely and effectively according to laws and department procedures. This includes collecting and delivering supplies/equipment, transporting trash, brush, clippings and recyclables to County facilities, and related tasks.

- Maintain clean and safe public areas by installing and conducting routine maintenance of signs; reporting vandalism and hazards to proper authorities and supervisors. This includes removing graffiti, cleaning headstones, 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 using chain saw and other power equipment as needed. Repair areas damaged by plows or weather conditions.
Non-Essential Functions:

- Assist in building maintenance, repair and renovations, and special construction projects as needed in preparing activities on designated grounds.

Physical Demands and Working Conditions: The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.

- Frequently required to climb on ladders and walk over uneven terrain to operate grounds equipment and remove trash, clippings snow, etc.
- Required to squat, stoop, and kneel to operate and repair equipment and to climb into trucks and onto other equipment.
- Must operate trucks with snow removal equipment and haul equipment and have a lifting ability to remove and replace parts on equipment.
- Must be able to lift and move bags of salt, fertilizer, woodchips, 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 supplies and tools used in planting and caring for lawns, trees, and shrubs; appropriate safety precautions, rules and procedures; proper lifting techniques; general maintenance and repair of equipment and vehicles and the particular function and activities that take place at the particular grounds being maintained whether it is a cemetery, facility, or 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 a high school diploma or GED or one (1) year of grounds and equipment maintenance experience.

Valid Montana driver’s license with a good driving history required.