

AFSCME LOCAL 2757.11

NOTICE OF JOB OPENING

POSTING NO. 2024-2

POSITION OPEN: PUBLIC SERVICE EMPLOYEE-LEVEL 1 (CEMETERY)

SHIFT: MAINLY DAY SHIFT, SOME SATURDAYS REQUIRED

HOURLY RATE: \$19.81-\$25.36/HR

The actual starting rate will depend upon the successful applicant's current job classification and salary step.

To be considered for this vacancy, interested employees must sign a Reassignment Request form which is available from Kalla Langston, City Clerk.

If an appointment is made to a bargaining unit member, it shall be to that individual judged most qualified, provided that individual is capable of performing the available work and can meet the minimum qualifications for the position.

An employee's work, attendance and safety record will be considered in determining the most qualified person. A job description is posted with this notice.

Application Deadline: February 16th, 2024.

Posted on: February 6th, 2024.

To be removed on or after: February 16th, 2024.

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SUMMARY

Perform a variety of tasks involving burials, grave excavation, tree trimming and the maintenance and repair of park or cemetery grounds and equipment. Operate and maintain a variety of vehicles and mechanical equipment. To supplement staffing levels with other City Departments as needed. Perform related work as required.

SUPERVISION RECEIVED

Daily assignments are made by the Public Works Superintendent, and then the Cemetery Foreman. Work may be checked in progress and upon completion.

RESPONSIBILITIES AND DUTIES

An employee in this position may be called upon to do any or all of the following: (Does not include all tasks employee may be expected to perform.)

1. Operate and maintain a variety of light and heavy motor vehicles and mechanical equipment.
 - a. Operate light and heavy trucks to haul materials and equipment to work sites, and to plow snow and spread salt on streets.
 - b. Operate specialized equipment such as bucket trucks, earth bore machine, and air compressors.
 - c. Operate a variety of power tools such as mowers, chain saws, weed eaters, and hedgers.
 - d. May assist in maintenance and light repair of mechanical equipment. Wash, clean, fuel, lubricate and change oil in vehicles. Change and repair tires.

2. Perform a variety of semi-skilled and unskilled tasks involving the care and maintenance of cemetery or park grounds and equipment.
 - a. In a municipal park: plant, transplant, trim and spray trees, shrubs and flowers; remove, sort, store and replant bulbs, plant seedlings and prepare flower beds; repair and maintain park equipment.
 - b. In a municipal cemetery: trim, remove and spray trees, open and close graves, assist in disinterments, mix and pour cement for headstone foundations.

3. Repair and maintain hoses and sprinklers.
4. Cut and remove trees.
5. Mow grass, rake and line trim

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6. Perform snow removal work.
7. Operate power mowers, saws, tractor, truck and other power driven equipment and tools.
8. Sharpen saws and make minor repairs on equipment and tools
9. Perform landscaping work.
10. Understanding mapping for excavation and burials.
11. Perform related work as required.
12. Supply supplemental staffing to PUBLIC SERVICE WORKER LEVEL 2 as needs arise.

DESIRABLE QUALIFICATIONS FOR EMPLOYMENT

An employee in this class, upon appointment, should have the equivalent of the following knowledge, training and experience:

Knowledge of the procedures and practices for operating and maintaining assigned vehicles, mechanical equipment and power tools.

Knowledge of safety procedures and precautions involved in various Cemetery projects and equipment operations.

Reasonable knowledge of the methods, materials and equipment used in landscape maintenance work.

Ability to successfully perform a variety of maintenance activities involving the use of power driven equipment and tools.

Ability to understand and follow oral and written instructions.

Mechanical aptitude and good physical condition

Some experience required in performing general labor or grounds maintenance work.

Skill in establishing and maintaining effective working relationships with fellow employees.

Required training includes a high school diploma or equivalent. A Michigan motor vehicle operator's license is required.

An employee must be able to possess and maintain a chauffeur drivers license (CDL) class B with an airbrake endorsement.