

TOWN OF MILFORD - JOB DESCRIPTION

JOB TITLE: Cemetery/Parks Foreman

CLASSIFICATION: Non-Exempt Grade Level 16

Job Description: Performs moderately-responsible work in the management, care and maintenance of all Town parks and cemeteries, to include maintaining manual and computerized plot and burial records for these facilities.

Accountability: Reports to the Director of Public Works.

Equipment Used: Motor vehicles, power mowers, power trimmers, hand tools, computers, telephones, pagers, etc.

Environment: Inside: 25 % Outside: 75 %

Duties and Responsibilities:

Except as specifically noted, the following functions are considered essential to this position.

1. Explains burial and plot sale requirements to the public. Sells burial plots and furnishes appropriate information to the DPW office for the cemetery records. Some availability at odd hours required to accommodate plot owners/ buyers.
2. Assists in grave openings and closings, collects burial fees and permits, makes reports, and forwards receipts of burial fees to the DPW office.
3. Coordinates with funeral directors, highway personnel, and families in tasks associated with burials.
4. Updates and maintains the computerized cemetery data base as required.
5. Assists the Public Works Director in the planning and layout associated with expansion and utilization of existing cemetery properties.
6. Arranges meetings with members of the Cemetery Board of Trustees and develops an agenda for same.
7. Supervises cemetery laborers, operators, and other employees or contractors assigned to the cemeteries/parks department.
8. Establishes schedules for maintenance of cemeteries, plots, equipment, parks, playgrounds, ancillary facilities and structures. Works with outside vendors and contractors for maintenance and repair issues beyond routine maintenance.
9. Performs seasonal and routine maintenance of Town-owned irrigation systems and the operations of the Town's public swimming facilities. Performs routine and minor electrical, plumbing and carpentry needs for facilities associated with all Town parks and cemeteries.
10. Mows, fertilizes, waters, sprays and re-seeds lawns and turf on a scheduled basis. Maintains plantings, shrubs and trees to include pruning, mulching, watering, fertilizing, trimming and/or marking for removal, and performs others maintenance duties associated with the care of the cemeteries and parks.
11. Paints buildings, fences, equipment, etc. as needed. Performs routine and minor repairs to facilities and equipment.
12. Supervises the rubbish removal from all Town grounds and buildings. Works with other Town departments and organizations on issues relating to Town-wide events such as parades, swim meets, Pumpkin Festival, set ups and requirements for Town voting, etc.

13. Assists the Public Works Director in the preparation of the annual budget and annual town report for parks and cemeteries.
14. Operates Town trucks and equipment for snow removal and seasonal cleanup operations of parks and cemeteries. During the winter season, availability 24 hours per day required to meet snow emergencies.
15. As needed, interviews applicants for the parks and cemetery department and performs annual reviews on personnel assigned to this section.
16. Is familiar with the Town's safety policies and executes safe work procedures associated with assigned work.
17. Performs other duties as assigned.

Physical Activity Requirements

PRIMARY PHYSICAL REQUIREMENTS

LIFT up to 10 lbs.: Frequently required
LIFT 11 to 25 lbs.: Frequently required
LIFT 26 to 50 lbs.: Frequently required
LIFT over 50 lbs.: Occasionally required

CARRY up to 10 lbs.: Frequently required
CARRY 11 to 25 lbs.: Frequently required
CARRY 26 to 50 lbs.: Frequently required
CARRY over 50 lbs.: Occasionally required

REACH above shoulder height: Frequently required
REACH at shoulder height: Frequently required
REACH below shoulder height: Frequently required

PUSH/PULL: Frequently required

HAND MANIPULATION

Grasping: Frequently required
Handling: Frequently required
Torquing: Frequently required
Fingering: Frequently required

Controls and Equipment: Power lawn and landscaping equipment, hand and power tools, motor vehicles, etc.

OTHER PHYSICAL CONSIDERATIONS

Twisting: Frequently required
Bending: Frequently required
Crawling: Frequently required
Squatting: Frequently required
Kneeling: Frequently required
Crouching: Frequently required
Climbing: Frequently required
Balancing: Occasionally required

WORK SURFACE(S)

Landscaped terrain
 Grave sites
 Office environment – standard desk and chair

DURING AN 8-HOUR DAY,
EMPLOYEE IS REQUIRED TO:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Cognitive and Sensory Requirements:

Talking: Necessary for communicating with others.

Hearing: Necessary for receiving instruction, inquiries, communication.

Sight: Necessary in the performance of duties.

Tasting & Smelling: Not required.

Specific Vocational Preparation Requirement(s):

- | | |
|---|---|
| <input type="checkbox"/> 1. Short demonstration only. | <input type="checkbox"/> 5. 181 days to 1 year. |
| <input type="checkbox"/> 2. Any beyond short demonstration up to and including 30 days. | <input type="checkbox"/> 6. 1 to 2 years |
| <input type="checkbox"/> 3. 30-90 days | <input checked="" type="checkbox"/> 7. 2 to 4 years |
| <input type="checkbox"/> 4. 91-180 days | <input type="checkbox"/> 8. 4 to 10 years |
| | <input type="checkbox"/> 9. Over 10 years |

Licensure/Certification Requirements: Possession of valid NH driver's license. Valid NH CDL license required.

Other Training, Skills and Experience Requirements: High school diploma or GED. Knowledge of the laws of NH regarding perpetual care lots and burial records. Knowledge of state and federal laws pertaining to safe working conditions and working with hazardous materials. Basic math skills. Basic computer skills. At least one year's experience in grounds maintenance. Familiarity with the operation and maintenance requirements of lawn mowers and tractors, and other lawn and grounds maintenance equipment OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

Summary of Occupational Exposures: Exposure to sunlight, insects, fuels, lubricants, fertilizers, herbicides, and pesticides.

Other Considerations and Requirements:

This is a working supervisor position.
Occasionally necessary to work under adverse weather conditions.