

# TOWN OF MILFORD - JOB DESCRIPTION

<b>JOB TITLE:</b>	Cemetery/Parks Foreman	<b>GRADE LEVEL:</b>	17
<b>CLASSIFICATION:</b>	Non-Exempt, Full-time	<b>DEPT:</b>	DPW-CEM
<b>CREATED:</b>	<-10/2003	<b>REV DATES:</b>	3.14.24, 3.5.2024, 5.21.2004

<b>Job Description:</b>	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.
<b>Accountability:</b>	Reports to the Director of Public Works, or designee.
<b>Equipment Used:</b>	Heavy vehicles, Motor vehicles, power mowers, power trimmers, hand tools, computers, telephones, pagers, etc.
<b>Environment:</b>	<b>Inside:</b> <u>30 %</u> <b>Outside:</b> <u>70 %</u>

## Duties and Responsibilities:

Note: Except as specifically noted, the following functions are considered essential to this position. The listed duties, however, are not meant to be a complete listing of the duties which may be undertaken by this position.

### CEMETERIES

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. Supervises the day-to-day operations and functions of the cemeteries, memorials, and parks to include planning and scheduling.
3. Supervises cemetery laborers, operators, and other employees or contractors assigned to the cemeteries/parks department.
4. Assists in grave openings and closings, collects burial fees and permits, makes reports, and forwards receipts of burial fees to the DPW office.
5. Coordinates with funeral directors, highway personnel, and families in tasks associated with burials and secures proper paperwork for maintenance of cemetery records.
6. Updates and maintains the computerized cemetery data base as required.
7. Assists the Public Works Director in the planning and layout associated with expansion and utilization of existing cemetery properties.
8. Arranges meetings with members of the Cemetery Board of Trustees and develops an agenda for same.

### CEMETERIES AND PARKS

9. 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.
10. 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.
11. 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.
12. Paints buildings, fences, equipment, etc. as needed. Performs routine and minor repairs to facilities and equipment.

13. Supervises and/or conducts the rubbish removal from all Town grounds and buildings.
14. Works, plans and coordinates 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.
15. Assists the Public Works Director in the preparation of the annual budget and annual town report for parks and cemeteries.
16. Operates Town trucks and equipment for snow removal and seasonal cleanup operations of parks and cemeteries.
17. During the winter season, availability 24 hours per day required to meet snow emergencies.
18. As needed, interviews applicants for the parks and cemetery department and performs annual reviews on personnel assigned to this section.
19. Recommends hires and supervise personnel for the operation of cemeteries and parks. Evaluates work performance of subordinates and recommends changes in staffing as appropriate as well as disciplinary actions.
20. Is familiar with the Town's safety policies and executes safe work procedures associated with assigned work.
21. Participates in the planning and implementation of safety programs.
22. Prepares reports, as required, to provide detailed record of operations, the progress of work, the schedule of proposed work and accomplishments.
23. May be required to work evenings and/or weekends on occasion.
24. Performs other duties as assigned.

### Physical Activity Requirements:

(F) Frequently, (O) Occasionally, (S) Seldom, (R) Rarely or (NR) Not Required

PRIMARY PHYSICAL REQUIREMENTS						
Task	Weight	F	O	S	R	NR
Lift:	Up to 10 lbs	X				
	11 to 25 lbs	X				
	26 to 50 lbs	X				
	Over 50 lbs		X			
Carry:	Up to 10 lbs	X				
	11 to 25 lbs	X				
	26 to 50 lbs	X				
	Over 50 lbs		X			
Reach:	Above shoulder height	X				
	At shoulder height	X				
	Below shoulder height	X				
	Push/Pull	X				

OTHER PHYSICAL CONSIDERATIONS					
Task	F	O	S	R	NR
Twisting:	X				
Bending:	X				
Crawling:	X				
Squatting:	X				
Kneeling:	X				
Crouching:	X				
Climbing:	X				
Balancing:		X			
HAND MANIPULATION					
Grasping:	X				
Handling:	X				
Torquing:	X				
Fingering:	X				

<b>WORK SURFACES:</b>	<p>Landscaped terrain, uneven sites, (pavement, concrete, gravel, dirt, asphalt, grass, ice, snow) grave sites, wet surfaces. Office environment – standard desk and chair</p> <p>Work is performed inside and out of doors in an environment which includes exposure to physical elements or a number of disagreeable working conditions.</p> <p>The physical demands of the duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>
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CONTROLS AND EQUIPMENT:	Power lawn and landscaping equipment, hand and power tools, motor vehicles, heavy trucks, other motor vehicles, etc.		
DURING AN 8-HOUR DAY EMPLOYEE IS REQUIRED TO:		Consecutive Hours	Total Hours
	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 instructions, inquiries, communication.
Sight:	Necessary in the performance of duties.
Tasting & Smelling:	Smelling required to detect odors such as electrical smoke, noxious gases, etc. Tasting not required.

### Specific Vocational Preparation Requirement(s):

	Short demonstration only		Any "beyond short" demonstration up to and including 30 days.		30-90 days
	91-180 days		181 days to 1 year		1 to 2 years
<b>X</b>	2 to 4 years	<b>X</b>	4 to 10 years		Over 10 years

<b>Required:</b>	<ul style="list-style-type: none"> <li>• Minimum of high school diploma or GED required.</li> <li>• Valid New Hampshire Driver's License</li> <li>• Valid NH CDL B license REQUIRED.</li> <li>• Weekends may be required.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Ability to read basic technical and maintenance manuals.</li> <li>• Ability to make entries in and maintain logs, complete basic reports, and familiarity with MSDS paperwork</li> <li>• Ability to perform manual labor in environments characterized by heat, cold, dust, noise, rain and snow that may produce slippery conditions at the work site.</li> </ul>
<b>Supervisory experience:</b>	2-4 years supervisory experience. Knowledge of supervisory principles and practices.
<b>Licensure/Certification Requirements:</b>	<ul style="list-style-type: none"> <li>• Knowledge of the laws of NH regarding perpetual care lots and burial records.</li> <li>• Knowledge of state and federal laws pertaining to safe working conditions and working with hazardous materials.</li> <li>• Two year post-secondary education in science and technology suitable for cemetery and parks plus a minimum of 4 years of related experience OR any combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.</li> <li>• 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.</li> <li>• Thorough knowledge of the principles and practices of the operation and maintenance of cemeteries, parks and related facilities</li> </ul>
<b>Other Training, and/or related Skills</b>	<ul style="list-style-type: none"> <li>• Basic math skills. Basic computer skills.</li> <li>• At least one year's experience in grounds maintenance.</li> <li>• Ability to communicate effectively with staff, peers and the general public.</li> <li>• Ability and experience in operating and maintaining hand and power tools, safety</li> </ul>

	<p>equipment, and other light/heavy equipment.</p> <ul style="list-style-type: none"> <li>• Reliable attendance and performance in all climatic and environmental conditions.</li> <li>• Must be dependable.</li> <li>• Must be able to work independently while still being a team worker.</li> <li>• Must be willing to learn new processes or equipment.</li> <li>• Requires the ability to trouble shoot and/or problem solve in the absence of a supervisor.</li> </ul>
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**Summary of Occupational Exposures:**

<p><b><u>Summary of Occupational Exposures:</u></b></p> <ul style="list-style-type: none"> <li>• Exposure to sunlight, insects, fuels, lubricants, solvents, fertilizers, herbicides, and pesticides.</li> <li>• Exposure to high noise level from mowers, chain saws, weed whackers, heavy equipment.</li> </ul>
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**Other Considerations and Requirements:**

<p><b><u>Other Considerations and Requirements:</u></b></p> <ol style="list-style-type: none"> <li>1. This is a working supervisor position.</li> <li>2. Weekends may be required.</li> <li>3. Ability to communicate effectively both verbally and in writing.</li> <li>4. Requires the projection of a positive attitude and image about the Town of Milford, a pleasant demeanor, and a commitment to service to the public and staff.</li> <li>5. Requires that this employee treat the citizens of the Town and members of the staff with respect and courtesy to promote and maintain effective working relationships between taxpayers, the public and all Town departments.</li> <li>6. The physical demands of the duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.</li> <li>7. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions</li> </ol>
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**I acknowledge receipt of this job description and understand the functions of the position as specified above. I understand the job description is representative of the position, not all inclusive.**

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**Signature** **Date**

This job description was reviewed and approved by Dept Manager and HR on	3.14.2024
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