

City of Bellingham
Classification Specification - Civil Service or AFSCME

CLASS TITLE	Park Technician - Cemetery
DEPARTMENT	Parks And Recreation\Operations Division
UNION:	114
SG:	
CS:	Yes
FLSA:	Y
EE04CODE:	SC

NATURE OF WORK:

Performs specialized duties involved in cemetery work activities including opening and closing of graves, marker setting and maintenance and repair of sunken graves. Performs skilled operation of specialized power equipment used in the maintenance of turf areas, and specialized work operations in grounds maintenance such as pruning, planting, fertilizing and spraying trees and shrubs.

DISTINGUISHING CHARACTERISTICS:

This position performs work in the technical aspects of cemetery operation as well as specialized horticultural work and equipment operation. Reports to the Park Supervisor - Cemetery who assigns and reviews work. Acts as lead worker for other employees involved in cemetery or grounds maintenance work activities. Supervises other extra labor or federally funded personnel as assigned.

ESSENTIAL FUNCTIONS:

1. Operates a backhoe tractor to open and close graves for burials. Installs burial liner. Sets up lowering device, tent, chairs and greens. Assists funeral home directors or families as necessary.
2. Identifies proper location of markers and sets markers. Repairs sunken graves as necessary.
3. Operates riding mowing equipment to maintain cemetery turf areas. Directs work of other employees involved in grounds maintenance work activities.
4. Performs a variety of technical horticulture activities in the care of trees, shrubs, and shrub bed areas such as pruning, edging, fertilizing, irrigation, spraying, planting and removal.
5. Operates a variety of power equipment and hand tools necessary in the care of trees and shrubs such as chain saws, hydraulic pruning equipment, bow saws, loppers, and chippers.
6. Operates a variety of heavy equipment including dump trucks, flat bed trucks and pickup trucks to haul a variety of materials.

7. Operates sweepers, blowers and manual tools in the removal of leaves and tree limb debris.
8. Operates front end loader tractor to load or move a variety of materials including topsoil, barkdust, leaves and debris.
9. Operates and repairs manual and automatic irrigation systems.

ADDITIONAL WORK PERFORMED:

1. Performs work of the class below as assigned.

PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS, AND ABILITIES):

- Knowledge of horticultural skills in turf, tree and shrub care.
- Knowledge of cemetery work activities including opening and closing of graves, funeral set-up and installation of markers and memorials.
- Skill in handling a variety of mechanical equipment which may include large gang reel mower, side mounted tractor mowing equipment, aerator, fertilizer spreader, backhoe, front end loader tractor, etc.
- Ability to plan and execute assigned work with minimal supervision.
- Ability to schedule and supervise the work of other employees.
- Ability to follow oral and written directions.
- Physical ability to perform essential functions of the job such as operation of mechanical equipment for extended periods of time; adequate hearing, vision, and physical ability to occasionally lift objects weighing up to 50 lbs.

WORKING ENVIRONMENT:

Work is performed outdoors in all weather conditions. The work involves moderate risk work environment which requires employees to follow established safety procedures in operating equipment and vehicles, handling irritant materials, performing repetitive activities, etc. Employees may be required to wear protective clothing such as coveralls, rain gear, safety boots, gloves, etc. Occasional flexible schedule involves some overtime, holiday or weekend work.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Two years of grounds maintenance experience required including technical horticulture skills in maintenance and care of turf, trees and shrubs.
- Skills and experience in regular operation of a backhoe required.
- Experience in cemetery operations such as opening and closing of graves, marker setting, maintenance and repair of sunken graves desirable.
- For promotional from within, must have at least one year of experience as a Park Worker with the Bellingham Department of Parks and Recreation.

NECESSARY SPECIAL REQUIREMENTS:

- Must possess a valid Washington State Drivers License and a good driving record. A three-year driving abstract must be submitted prior to hire.
- Ability to secure a Commercial Driver's License within six months of hire and maintain it during the length of employment.
- Ability to secure and maintain a valid Washington State Pesticide License.
- Ability to secure and maintain a valid First Aid and CPR certification.
- Must pass pre-employment physical capacities evaluation and drug and alcohol screening prior to hire.

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11/95

REVIEWED BY: _____
Byron Elmendorf, Director
Parks and Recreation

COMMISSION ACTION: _____

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