

## CITY OF BROCKTON

**Position:** CEMETERY MAINTENANCE MAN  
**Location:** Melrose Cemetery  
**Date opened:** January 2, 2019  
**Date closed:** January 18, 2019  
**Position Type:** Full Time – Benefitted  
**Salary:** \$46,996 – 48,755

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performs a variety of semi-skilled tasks in the care and maintenance of a cemetery.

- Plans and measures new lots.
- Straightens tipped stones and fills in sunken graves. Grades and seeds lots. Plants and trims shrubbery and trees. Maintains flower beds and lawns.
- Uses power mowers and hand machines.
- Performs raking, watering, and weeding and other related manual tasks.
- May also perform some other general duties such as painting, cleaning, and snow removal.
- May also perform minor maintenance of mechanical equipment and apparatus.
- Other duties as assigned by the Superintendent of Cemeteries or his designee.

### WORK ENVIRONMENT:

The majority of work is performed outside with exposure to constant loud noise and potential exposure to equipment with moving mechanical parts; outdoor work may be performed in adverse weather conditions with exposure to hazards associated with chemicals and the use of heavy equipment. Workload is subject to seasonal fluctuations which generally can be anticipated and the scheduling of funerals. Operates a variety of special motor equipment and other equipment, such as truck and other heavy and light equipment, also operates various hand, pneumatic, and power tools. Generally has contact with employees of other City departments. Errors could result in personal injury, injury to others, delay or loss of service, and damage to buildings or equipment.

### MINIMUM QUALIFICATIONS:

High School diploma required; technical training in the use of tools and landscaping equipment; one year of general landscaping and grounds keeping duties; experience operating trucks and heavy motor equipment; or an equivalent combination of education and experience.

**ADDITIONAL REQUIREMENTS:** Valid Massachusetts Drivers' License. Must successfully complete and pass a CORI and a pre-employment physical which includes a drug & alcohol screening.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Working knowledge of the procedures, techniques, equipment, materials and tools used in the maintenance of grounds and cemeteries;
- Knowledge of landscaping practices and techniques and the care and maintenance of grass, trees and shrubs.
- Ability to operate heavy and other motor equipment, power tools and hand tools.
- Ability to read work orders and instructions;
- Ability to perform strenuous labor.

**ESSENTIAL FUNCTIONS:**

Work is performed outside and requires strenuous physical effort. Frequently required to use hands to operate equipment, walk, stand, sit, speak, hear, reach with hands and arms, balance, crouch, crawl, stoop, climb and work in confined space. Stamina is required to work in adverse weather conditions. Required to lift or move items weighing up to 60 pounds. Physical ability to use power and hand tools, drive motor vehicles, operate and drive various pieces of maintenance equipment. Vision requirements include the ability to read documents and operate vehicles and equipment.

**APPLICATION INSTRUCTIONS:**

Persons interested in being considered for the position should complete an employment application, submit a cover letter, resume, copy of a valid MA driver's license and driving record from the RMV to Sandra Knight, Director of Human Resources, City of Brockton, City Personnel Department, 45 School Street, Brockton, MA 02301 or submit via e-mail at [personnel@cobma.us](mailto:personnel@cobma.us) or facsimile to 508-580-7133.