

# Wyalusing Borough Cemetery – Caretaker Part-Time

## Position Description

### Position Summary:

The Cemetery Caretaker Part-Time will be responsible for the maintaining of the Wyalusing Borough Cemetery. He/she will be the primary grounds keeper for the cemetery. He/she must also be available on occasional weekends for funerals and issues in the cemetery. The Cemetery Caretaker Part-Time will be responsible for managing the cemetery grave digging, mowing, trimming, filling in grave cave ins and digging of cremation burials. He/she will also be responsible for collecting brush, leaves, and sticks, and keeping the cemetery looking its best.

### Experience:

It's desired that the Cemetery Caretaker-Part-Time have mechanical knowledge, and ability to work unsupervised. He/she must be able to operate mowers, weed trimmers, bed edgers, tractors, skid steers, snowplows and other moving equipment and vehicles. He/she must have a valid driver's license with at least 5 years of driving experience.

### Education:

High School Graduate/GED equivalency. Literacy and basic competence in Microsoft Excel, Word and Outlook helpful but not required.

### Hours:

25-30 hours a week. Part time position.

### Compensation:

Compensation will be hourly and based on level of experience. Paid Time off, and holiday pay available after a 90-day probation period.

### Essential Functions:

1. Mow the cemetery grounds.
2. All vehicles, equipment, tools, and accessories must be stored in their proper location.
3. Pick up brush, limbs, leaves, and cemetery debris from cemetery grounds in a timely manner.
4. Scheduled pick up of trash from cemetery grounds.
5. Maintain cemetery equipment building.
6. Trim around head stones.
7. Place flags on the headstones for Memorial Day Ceremony. Maintain and manage all military plaques. Work with the Legion and funeral homes.
8. Monitor the condition of headstones and contact families for repairs.
9. Mark out each grave site for full burials (4'X10') and work with grave digger to ensure proper placement. Reseed site once grave site is filled back in with topsoil.
10. Cemetery Caretaker will be present during all funerals.

11. Cemetery Caretaker will dig cremation graves (18"X18"X18") Refill grave site once urn is placed, and reseed site.
12. Mark out placement of headstones and work with monument companies to ensure proper placement.
13. Ensure cemetery equipment is kept maintained and clean. Schedule all services on equipment.
14. Maintain cemetery sign.
15. Perform any other duties as required by the Cemetery Board to the position.

**Supervision:**

The Cemetery Caretaker Part-Time will report to the Borough Public Works Director and/or the Council President or other designated Council member.

**Equipment Used:**

Tractor, Skid steer, leaf vac, lawn mower, weed wacker, various hand tools, and power tools.

**Physical demands:**

Heavy physical demands. Requires lifting of over 50lbs and occasionally over 80 lbs. Lifting, pushing, and operating of heavy equipment and materials.

**Working conditions:**

This individual will be exposed to extremes in weather conditions, and will be required to work in heat, rain, or for extended hours. This will primarily apply during funerals or in preparing for Memorial Holiday.