

Job Description Seasonal Maintenance Worker I

City of Troy, Missouri
Cemetery Department

General Purpose of Position

Maintains and repairs all City grounds and facilities. This is a temporary seasonal position from approximately April 1st to November 1st of each year not to exceed a total of 1500 hours per year.

Major Duties and Responsibilities

Assists with departmental operations

- Performs maintenance of grounds, including landscaping, turf management, and arboricultural activities
- Performs maintenance of equipment and buildings including cleaning, painting, and minor plumbing and carpentry projects
- Performs seasonal activities, including hanging and removing decorations, flags, etc.
- Performs mowing including trimming with string trimmer, various mowing equipment, etc.

Assists other departmental staff as needed, including water and sewer emergencies, performs other duties as directed.

Job Context

Status	Seasonal
FLSA Status	Non-exempt
Department	Cemetery
Immediate Supervisor(s)	Cemetery Sexton
Frequency of Supervision	Daily
Number of Supervised Employees	None
Type of Work Schedule	Flexible seasonally, including weekends
Frequency of Overtime	Limited
Frequency of Night Work	Limited, seasonally, as needed
Shift Position	Not Applicable
On Call Status	On Call, seasonally, as needed
Percentage of Work Indoors	5% or less
Percentage of Work Outdoors	95% or more, in all types of weather conditions
Types of Accountabilities	Safety, maintenance activities
Exposure to Chemicals / Hazardous Materials	Daily
Applicable Chemicals / Hazardous Materials*	Cleaning supplies, insecticides, herbicides, gasoline, oil, vehicle exhaust, Flood water, close proximity to power lines, noise level usually loud and occasionally very loud
Average Stress Level	Moderately Low, varies with activities
Physical Work Associated With This Position**	Lifting 80 to 100 pounds, climbing, raking, shoveling, bending, walk for long periods of time, carrying equipment, pulling and pushing, works near moving mechanical parts, frequently works in outside weather conditions

**Exposure to chemicals / hazardous materials may not be limited to this list.*

***These are the most common types of physical work associated with this position; however, this list is not considered to be exhaustive.*

Education and Experience

It is preferred but not required that the person in this position have a High School Diploma or GED. Experience with mowing equipment, general maintenance activities, minor carpentry is preferred.

Licenses and Certifications

The person in this position must have a valid Missouri Chauffeurs Driver's license.

Knowledge, Skills and Abilities

Knowledge

- Ability to safely and efficiently operate various types of mowing equipment from riding mowers, push mowers, to string trimmers
- Basic equipment maintenance and repair

Skills and Abilities

- Use common sense
- Pay attention to detail
- Work as a team member with other employees
- Work autonomously when necessary
- Work effectively with a wide range of people
- Follow procedures to maintain vehicle and equipment
- Meet specified deadlines
- Maintain professional composure in heated situations
- Follow departmental and City policies and procedures
- Ability to lift 50 lbs on a regular basis, and occasionally lift 80 to 100 lbs