

Town of Harwich
Division of Highway & Maintenance
Job Description

POSITION TITLE: **CEMETERY CRAFTSMAN**

CLASSIFICATION: **C7**

DIVISION: **CEMETERY**

IMMEDIATE SUPERVISOR: **CEMETERY WORKING FOREMAN**

EFFECTIVE DATE OF DESCRIPTION: **MARCH 6, 2001**

OVERVIEW OF POSITION

Works under the supervision of the Cemetery Working Foreman. Performs routine semi-skilled work maintaining Cemetery building, grounds, facilities and equipment.

SPECIFIC DUTIES AND RESPONSIBILITIES

(The following is illustrative of the duties and responsibilities associated with the position and is not intended to be all inclusive)

Performs work and participates in routine preparation, operation and/or maintenance of all Town-owned cemeteries as assigned.

Exercises independent judgment as to work methods, within the framework of instruction of work to be accomplished.

Directs assigned crews on job location, performing tasks that are a part of particular projects.

Carries out a work program of maintenance, repair, and improvement of Town-owned cemeteries.

Performs repair and maintenance of equipment and vehicles; determines causes of equipment malfunction

Must work with other departments when needed, due to manpower shortages.

Operation of snow removal equipment.

REQUIRED EDUCATION

Must be a high school or technical school graduate or hold an equivalency certificate.

Must be in good physical health and be able to demonstrate possession of the required knowledge, skills and abilities to perform the work.

A valid Mass. Drivers License required, a CDL a plus, but not required.

A combination of education and experience, which indicates the ability to perform the duties and responsibilities of this position, may be considered.

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS

The job frequently requires strenuous physical tasks, including bending, stooping, lifting and carrying items weighing 20 to 50 pounds. Prolonged operation of equipment over rough terrain is possible. The employee will have routine exposure to adverse weather and potential injury. Occasional exposure to hazardous substances such as but not limited to gasoline, diesel fuel and hot asphalt is all routine.