City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Cemetery Maintenance Chief</th>
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<tr>
<td>Job Code:</td>
<td>CMCH</td>
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<td>Job Family:</td>
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<tr>
<td>Pay Grade:</td>
<td>AU06</td>
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<tr>
<td>Date Revised:</td>
<td>3/31/2021</td>
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<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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General Summary: This position is responsible for assisting in planning and supervising cemetery operation and maintenance of cemetery grounds, buildings and equipment. This is a working chief position, requiring skill and knowledge in turf grass management, landscape maintenance, general maintenance and public complaint resolution.

Essential Duties and Responsibilities:
The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Leads crew who mow, weed and trim around more than 100,000 headstones.
- Assists in training groundskeeper employees, enforces work rules, and recommends discipline as appropriate.
- Helps maintain work order system, keep track of graves that have been sodded and/or need sod and ensures the upkeep of all burial sites and surrounding lots and property.
- Demonstrates the safe operation and maintenance of all machinery and equipment used by the Cemetery Division and provides oversight to ensure proper and safe use of equipment.
- Performs maintenance procedures, using hand tools and operating equipment used by the Cemetery Division.
- Ensures equipment is properly maintained and safely operated.
- Completes and riles records and forms with computer software related to cemetery maintenance and operation.
- Assists supervisor in reading cemetery maps and instructions related to selling and digging of grave spaces to ensure excavation at correct location, coordination with monument company, mortuary, vault companies and grave site owner.
- Provides input for budgeting purposes as well as capital improvement projects.
- Maintains and repairs cemetery irrigation system and coordinates programming with Central Control irrigation System manager.
- Performs tree work in accordance with modern arboriculture practices.
- Acts as Cemetery Supervisor when necessary.
- Carries out chief responsibilities in accordance with the organization’s policies and applicable laws.

Qualifications:

Education and/or Experience:

High school diploma or general education degree (GED) and (5) five years related experience and/or training in Grounds Maintenance field with 3 years working at a cemetery.
Certificates, Licenses, Registrations:

Must possess a valid South Dakota Class B Commercial Driver’s License (CDL) or ability to obtain within 30 days from date of hire. Must possess South Dakota Pesticide Applicator’s License with the General, Ornamental and Turf, and the Public Health Certification categories or obtain within 90 days from date of hire. Must possess and maintain one of the following certifications: SD Certified Arborist, Master Gardener, Certified Irrigation Technician or other certification approved by the Parks Division Manager.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to wet and/or humid conditions; moving mechanical parts; extreme cold; extreme heat and vibration. The employee is occasionally exposed to high, precarious places; fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually loud.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to taste or smell. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.