

Johnson County Cemetery District
Deputy Sexton / Assistant Administrator

9 Aug 2021

Specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are NOT intended to reflect all duties performed within the job and/or department.

Definition

To perform skilled and unskilled manual duties in order to maintain cemetery district property and facilities; and to conduct the respectful and dignified burial services required of the district, all in accordance with our mission, vision and core values statements.

Supervision received and exercised.

May exercise general supervision over temporary, seasonal workers and junior full-time employees.

Receives direct supervision from the Sexton.

Examples of Important and Essential Duties:

Important and essential duties may include, but are NOT limited to:

1. Prepares, conducts and concludes all of the functions required for respectful, dignified and professional burial services.
2. Helps plan and execute the districts grounds, turf, irrigation, facilities maintenance and care using a variety of hand, power, light and heavy equipment.
3. Will apply pesticide and herbicides with the qualifications of a private applicator license or be willing to obtain one.
4. Follows all applicable safety procedures.
5. Assists other employees with the start-up and winterization, maintenance and repair of district irrigation systems.
6. Works directly with seasonal employees, offering guidance and mentorship of the turf maintenance functions of the district by providing assistance and direction in maintaining district property in accordance with the standards set by the Sexton.
7. Performs a variety of preventative and general maintenance tasks associated with all district equipment.
8. Precisely locates burial lot pins for grave location, monument setting, showing and selling cemetery spaces to the public.
9. Works with office staff, supervisor and other employees in understanding and relaying the information critical to burial and maintenance operations.
10. Is available and subject to the districts on-call policy.

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11. Direct and or perform snow removal including plowing, blowing, shoveling as well as dispensing ice melting compounds.
12. Plants, trims and maintains new and existing trees.
13. Performs carpentry, plumbing, welding and fabrication skills as necessary.
14. Maintains an effective and cooperative working relationship with other employees and office personnel, agencies, vendors and the general public.
15. Attend and participate in staff meetings and related activities. Periodically attends workshops, conferences, classes to increase knowledge and skills that would benefit the district, personally and professionally.
16. Mow and weed eat regularly during the spring summer and fall as needed
17. Mulch and /or dispose of leaves in the late fall and early spring.
18. Remove dead flowers, artificial flowers, containers, plastic keepsakes and the like from graves when items become broken or worn.
19. Maintain buildings and fences in good condition.

Essential Qualifications/ Knowledge of:

1. Principles and Practices of proper burial methods.
2. Principles and practices of turf management.
3. Pesticides, fertilizers, cleaning chemicals and paints.
4. Modern principles and practices for landscaping and treatment of disease in trees, shrubs,
5. flowers and turf.
6. Practices and principles of building and facility maintenance and repair.
7. Irrigation system installation, maintenance and repair.
8. Principles and practices of working safely.
9. Ability to establish and maintain effective working relationships with employees, board members, public and other community agencies.
10. Modern office procedures, methods, and equipment.
11. Principles and procedures of record keeping and reporting.

Ability to:

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1. Understand the Cemetery District as an organization and the operation of the assigned department to effectively execute and assume the assigned responsibilities.
2. Work cooperatively with supervisor, employees, district trustees, support staff and general
3. public, and outside agencies.
4. Help direct and coordinate the work of seasonal employees and other full or part-time employees.
5. Respond to requests from trustees, supervisor, and general public
6. Maintain confidentiality when appropriate.
7. Plan and organize work to meet deadlines, and schedules.
8. Use good judgement, flexibility, creativity and sensitivity in response to dealing with grieving
9. families.
10. Establish, maintain, and foster positive and harmonious working relationships with those
11. contacted in the course of work.
12. Safely operate a motor vehicle. No DUI's in the last 5 years.
13. Safely handle and apply all required chemicals and fertilizers.
14. Work in extreme environmental conditions.
15. Recommend and implement goals, objectives and practices for continued improvement
16. processes.
17. Analyze problems, identify solutions and implement recommendations.
18. Estimate and order or recommend the order of various supplies used in the course of duty.
19. Foster an environment of continuous improvement.
20. explain district policies and procedures.
21. Communicate clearly, tactfully and concisely, both orally and in writing.

Experience and Training Guidelines:

Any Combination equivalent to experience and training that would provide the required knowledge, skills, and interpersonal qualities to effectively execute and perform all duties associated with this position.

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Experience:

At least two to three years of related grounds maintenance. Experience involving repair, alteration and equipment operation and maintenance of landscape equipment, horticulture and/or landscaping experience would be beneficial. Ability to lift and carry moderate weights and perform all physical duties of the position in all weather conditions.

Education:

Equivalent to high school diploma, or Associate's degree in public or business administration.

Or 3-5 years experience in park or grounds management, landscaping, building or equipment maintenance, horticulture, turf management, irrigation, or related fields that would be a benefit to the district.

Licenses, Certificates, or Registrations:

Must be current or obtained within a specified time frame as defined upon employment or advancement.

1. Valid Wyoming Drivers License
2. Private Pesticide Applicators License
3. Obtain and maintain active membership in Wyoming Groundskeepers and Growers Association

The following would be beneficial but not required:

1. CPR/First Aid Certification
2. Valid Wyoming Commercial Drivers License (CDL)

Working Conditions / Essential Duties require the following:

1. Significant exposure to extreme cold, heat, wind, noise, working outdoors, vibration, confining work space, chemicals, mechanical hazards, and electrical hazards.
2. Ability to travel to different locations within the county; able to respond to emergency calls.
3. Essential functions require maintaining physical condition necessary for significant physical activity such as sitting, standing, walking, kneeling, crouching, stooping, squatting, crawling, twisting upper body, climbing and lifting an average of 60lbs