

**Town of Groveland Cemetery  
Grounds Keeper Wanted**

The Town of Groveland seeks a qualified candidate for the position of temporary, part-time Cemetery Grounds Keeper. Under immediate supervision this position performs manual labor including but not limited to weeding, weed whacking, lawn mowing, trimming/pruning, etc. This position may work 16-19 hours per week (Monday-Thursday 8-12) through November 2022. The rate of pay is \$15 per hour w/ no benefits.

Please contact Chuck, the Cemetery Superintendent at 978-891-2539 to express interest in the position.

Posted until filled.

Job Title: Grounds Keeper

Department: Cemetery

Supervisor: Cemetery Superintendent

Hours Worked: Part time/Temporary – Up to 19 hrs week through November

(Mondays-Thursday 8:00-12:00)

Salary Range: \$15.00 /hour

Start Date: *April 25th, 2022*

**General Purpose:**

To maintain the Riverview Cemetery grounds by mowing the lawn, trimming the grass around monuments and headstones, raking and cleaning up debris, and performing other grounds keeping tasks as directed by the Superintendent.

**Supervision Received:**

Works under the general supervision of the Cemetery Superintendent.

**Supervision Exercised:**

None

**Essential Functions:**

(Essential functions, as defined under the Americans with Disabilities Act, may include the following duties, knowledge, skills, and other characteristics. This list of duties is illustrative only, and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.)

**Duties:**

- Pick up litter from around buildings and grounds.
- Weed landscape beds and pick up leaves.
- Mow lawn, trim grass.
- Rake and clean up debris.
- Other grounds keeping tasks as assigned.

**Knowledge, Skills, Abilities, and Other Characteristics:**

Working knowledge of proper use of equipment, materials and supplies used in grounds maintenance work.

Ability to lift heavy objects, walk and stand for long periods of time and perform moderate to heavy physical labor & sometimes under adverse field conditions.

Ability to use equipment and tools properly and safely.

Ability to work independently and to complete daily activities according to work schedule.

Ability to understand, follow and transmit written and oral instructions.

Ability to establish effective working relationships with employees, supervisors and the public.

Ability to meet attendance schedule with dependability and consistency.

### **Working Conditions & Physical Demands:**

Frequently lifting and/or moving up to 50 pounds and occasionally lift and/or move more than 100 pounds. Regularly works near moving mechanical & non mechanical parts. Works in outside weather conditions, may be subjected to fumes or airborne particles, and toxic chemicals. Noise level is generally moderate.

While performing the duties of this job, the employee is frequently required to stand, walk short to moderate distances, sometimes over uneven terrain, talk, listen, hear and use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch or crawl.

The working conditions & 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.

### **Qualifications:**

Any combination of education and experience that demonstrates the knowledge and ability to perform the work. Willing and able to perform manual work following verbal and written instructions.

### **Special Requirements:**

Must possess a valid work permit if under the age of 18.

### **Selection Guidelines:**

Review of education and experience; series of oral interviews and reference checks.

### **Non-Discrimination Clause:**

No individual shall be denied any rights guaranteed pursuant to local, state and/or federal law on the basis of race, color, religion, national origin, sexual orientation, gender, gender identity, or disability.

**The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the Town or requirements of the job change.**