

JOB DESCRIPTION – PRAIRIE COUNTY CEMETERY CARETAKER

Employment Category:	Permanent/ Seasonal/ Part-time
Wages:	\$19.00 per hour
Hours:	Hours of work are discretionary but can not exceed 40 hours per week. No over-time allowed.
Months Worked:	Caretaker Position is from April 1st through September 30 th . Reclaiming new grave sites is on an as needed basis from October through March.
Supervision:	Prairie County Cemetery Board
Benefits:	Public Employees Retirement (Optional) Worker's Compensation Accured vacation and sick leave State Holidays Unemployment

Job Duties and Requirements:

- Maintain all cemetery grounds and equipment, including:
- Spring Cleaning to be completed before Memorial Day weekend
- Keep lawn watered, mowed, raked (bagged) and trimmed at all times during employment months
- Water and trim trees and shrubs. Trim and clean up broken branches and low-hanging branches
- Water evergreens regularly during the season, Especially in fall
- Remove volunteer seedling trees that come up
- Remove trees, weeds and garbage in cattleguard on a regular basis
- Keep ditch area outside cemetery cleaned, neat and mowed during season
- Water and weed planter around flagpole, when needed
- Spray for dandelions and noxious weeds regularly during season.
We do have TruGreen spray for dandelions if budget allows for it
- Fertilize as needed
- Keep entrance to cemetery clean and attractive at All Times.
- Repair and/or replace sprinkler heads and water lines as needed
- Water with hose/sprinkler where sprinklers do not cover
- Keep trash picked up and trash containers emptied
- Keep equipment and cemetery vehicles in good working order
- Frequently check oil levels in mowers and cemetery pickup and change oil and filters as needed or required.

- Maintain all cemetery roads and fill in any ruts and low areas
- Do fall cleaning. Winterize equipment and cemetery pickup
- Water evergreens in September
- Important... winterize – blow-out the underground sprinkler system
- Perform other related duties as requested Or As Needed.

Job Performance Standards:

This position will be evaluated by the Prairie County Cemetery Board on performance of duties and responsibilities listed above

- Performs assigned duties
- Maintains and submits accurate and timely records including timesheet documenting time spent on job duties
- Observes work hours
- Establishes and maintains effective working relationships with other employees, the Cemetery Board and the Public

Personnel Manual

- All employees are to follow the Prairie County personnel policies as outlined in the Prairie County Personnel Manual. A copy of the manual can be obtained from the Clerk & Records office.
- Any major vehicle or equipment repairs must be approved by the Cemetery Board
- Any major equipment and supply purchases must be approved by the Cemetery Board
- As noted in the County Personnel Manual, County equipment and vehicles are not to be used for personal use
- Cemetery Board Members will do periodic inspections of cemetery grounds, equipment, vehicles and buildings.
- Cemetery Board will field all comments, requests, or complaints from the public
- Cemetery Board will review and approve all monthly timesheets
- Cemetery Board must approve any vacation time requested during the regular employment season of more than 20 hours