

JOB DESCRIPTION – PRAIRIE COUNTY CEMETERY GRAVE TECHNICIAN

Employment Category:	Permanent / When Needed Basis
Wages:	As set by Cemetery Board
Hours:	Depending on When Needed
Supervision:	Prairie County Cemetery Board
Benefits:	Public Employees Retirement (Optional) Worker's Compensation Unemployment Accrued Vacation and Sick Leave

Job Duties and Requirements:

- Opening and Closing of Graves and Cremation Sites at the Prairie County Cemetery
- Operate Backhoe / Loader; is furnished by the Cemetery/County
- Operate One-Ton Dump Truck; is furnished by the Cemetery/County
- All grave openings should be dug at least 24 to 36 hours prior to any scheduled funeral service
- All grave openings should be covered with appropriate size plywood, or other covering, or marked with a minimum of six cones until set-up personnel arrive.
- Technicians will be required to work with the Funeral Home employees and the Clerk and Records office to locate new grave locations

Job Performance Standards:

- Performs assigned duties
- Maintains and submits accurate and timely records and reports including timesheets documenting time spent on job duties
- Properly cleans and maintains equipment
- Establishes and maintains effective working relationships with other employees, the Cemetery Board and the Public
- Follows Prairie County Personnel Policies as outlined in the Prairie County Personnel Manual which is available from the County Clerk's office

- Any major equipment repair must be approved by the Cemetery Board
- Any major equipment and supply purchases must be approved by the Cemetery Board
- Cemetery Board members will do periodic inspections of grave openings and closings
- Cemetery Board will field all comments, requests, or complaints from the public
- Cemetery Board will review and approve all monthly timesheets
- Cemetery Board members should be notified of any lengthy absences so that a substitute technician is available
- Prairie County Cemetery Board requires all employees to be included in the Drug and Alcohol Testing Program Prairie County has in place
- Immediately report to the Cemetery Board Chairman, ANY damage caused to any headstones or cemetery property or cemetery equipment
- There is a one (1) year probationary period

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