

DENVER ROLLER, INCORPORATED

Position Title: Cemetery and Funeral Home Maintenance
Location: Roller Funeral Homes~White County and Oaklawn
Reports To: Funeral Home Manager
FLSA Status: Hourly
Date: May 2012

Position Summary:

Assists in the general upkeep of funeral home and cemetery equipment, appearance and systems including heating, cooling, plumbing, painting, mowing/clipping, car washing and overall maintenance of cemetery grounds.

Essential Functions:

1. Mow cemetery and funeral home grounds on a regular basis.
2. Water lawn, grounds, and plants as needed at cemetery and funeral home.
3. Wash vehicles, keep them clean inside, schedule maintenance, and keep appropriate records on cemetery and funeral vehicles.
4. Assists with grave set ups and equipment.
5. Seasonal maintenance of cemetery grounds as required, trimming shrubs, trees, etc.
6. Assist with setting of markers as needed.
7. Clean and pressure wash sidewalks, statuary, and fencing as needed at cemetery.

Other Responsibilities:

1. Clean inside areas of funeral home where appropriate and as needed.
2. Assists with flower van at cemetery.
3. Assists with general upkeep activities such as painting, cleaning out gutters, cleaning driveways, parking areas, etc.

Supervisory Responsibility:

None

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education or Experience:

High school diploma plus additional experience in mechanical and maintenance tasks.

Language Skills:

Ability to read, analyze, and interpret general technical procedures. Ability to effectively present information and respond to questions from the manager, customers and the general public.

Mathematical Skills:

Ability to add, subtract, multiply and divide in all units of measure using whole numbers.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of situations. Ability to interpret a variety of instructions furnished in written, oral, or schedule form.

Other Skills and Abilities:

Knowledge of all aspects of maintenance and groundkeeping. Basic knowledge of operation of maintenance equipment. Ability to organize and prioritize work.

Other Requirements:

Acceptable verbal and interpersonal skills. Valid driver's license.

Physical Demands:

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

Occasional very heavy work requiring exertion of more than three hundred (300) pounds of force to lift, carry, push, pull or otherwise move objects. Employee uses hands to grasp, finger, handle, or feel objects, tools or controls. The employee reaches with arms and hands, and is frequently required to walk, stand, bend or stoop, and is occasionally required to kneel, climb, balance, crouch or crawl.

Ability to clearly express or exchange ideas by means of the spoken word, and to receive detailed information through verbal communications with or without correction.

Clarity of vision at distances of 20 inches or less, more than 20 inches and less than 20 feet, and more than 20 feet, with or without correction; color vision, depth perception, and peripheral vision.

Work Environment:

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.

Moderately undesirable conditions due to frequent exposure to one or more disagreeable elements, such as dirt, dust, temperature extremes, weather fluctuations, and equipment movement hazards.