

DENVER ROLLER, INCORPORATED

POSITION TITLE: Utility Worker – Central Region

CENTRAL REGION: Funeral Homes-Chenal, Southwest, Owens, England, Benton and
Riverwood Memorial Gardens Cemetery

LOCATION: Little Rock

REPORTS TO: Central Maintenance Supervisor

FLSA STATUS: Hourly

DATE:

POSITION SUMMARY: Assists in the general upkeep of Central Regions equipment, appearance and systems including heating, cooling, plumbing, painting, mowing/clipping, car washing and maintenance for funeral homes and cemetery (Riverwood Memorials Gardens).

ESSENTIAL FUNCTIONS:

1. Mow and maintain all of the Central Region grounds on a regular basis as well as operating and maintaining all grounds maintenance equipment in a safe and reliable manner.
2. Water all Central Region grounds and plants as needed as well as weed & maintain all flower beds including removal and replacement of dead plants.
3. Central Region building maintenance includes changing heating & air conditioning filters and light bulbs, as needed. Cleaning light fixtures, as needed, assist in sweeping, vacuuming and cleaning Central Region facilities (inside & outside), as required. Additional requirements would be minor repairs to all Central Region facilities, as abilities allow, and well as power washing building & siding as needed.
4. Central Region Fleet maintenance includes proper scheduling of preventive maintenance on all vehicles, insure that maintenance records are maintain and that automotive equipment is clean and ready for service.

OTHER RESPONSIBILITIES

1. Assist in any cemetery with grave set-ups and equipment, including tent, chairs, artificial grass and lowering device for cemetery service, loading and unloading of wooden boxes and on rare occasions steel vaults, which are both outside containers.
2. Riverwood Memorial Gardens, assist with the lay out of graves for interments, lay out of markers and setting of markers, and to assist in any other manner as it relates to interments and entombments.
3. Assist in loading and unloading of casketed remains.
4. Travel overland and perform duties as requested by employer, such as loading and unloading of furniture and other supplies required by the different locations and to perform any and all other tasks as requested by employer.
5. On occasion travel to other Regions of the Roller Funeral Homes to assist in the maintenance areas.
5. To assist in any other manner deem necessary to maintain the Central Region maintenance of all funeral homes and cemetery (Riverwood Memorial Gardens).
6. Assist with funeral service where appropriate (parking lot, flowers, etc).

SUPERVISORY RESPONSIBILITIES:

NONE

QUALIFICATIONS 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 ground keeping. 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.