



Seasonal Cemetery Caretaker
City of Cle Elum
Salary: \$19.00 Per Hour

The City of Cle Elum will be accepting applications until 4:30 p.m.
Wednesday March 15, 2023.

SALARY:	\$19.00 per Hour	WORKWEEK BASIS:	40 Hours
STATUS:	Seasonal	AFFILIATION:	Non-Union

JOB SUMMARY: Reports directly to the Public Works Director under the guidance of State and City regulations and procedures. Operates a variety of equipment to cut, water and trim city cemetery and open spaces. Collect and remove litter from confines of the cemetery.

PHYSICAL DEMANDS AND WORKING CONDITIONS: Must have the ability to sit, stand, walk, climb, stoop, kneel, crouch, bend, crawl, grasp; use hands to finger, handle, feel or operate objects, tools or controls; and reach with arms and legs. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Must be able to work extended hours, including evenings, weekends and holidays. Assignments may include outdoor work in inclement weather and potentially dirty, noisy or cramped worksites.

TEMPORARY CEMETERY CARETAKER ESSENTIAL JOB FUNCTIONS:

- Mow City Cemetery on a weekly or as needed basis
- Weed-eat around headstones and other areas not accessible via lawn mower
- Ensure adequate watering is being performed to ensure a quality, healthy lawn
- Assist with burial operations as needed
- Collect and remove litter from grounds and empty trash receptacles.
- Perform related duties as required

NECESSARY KNOWLEDGE:

- Methods, procedures, tools, techniques, equipment and supplies used in cemetery grounds keeping duties
- Safe operation of lawn mowing equipment
- Safe operation of weed eater equipment
- General safe working practices
- Safe driving practice
- Language and reasoning skills.

NECESSARY ABILITIES:

- Work independently with a moderate degree of independent judgement and initiative.
- Operate a pickup and perform semi-skilled maintenance tasks.
- Use hand, power tools and other equipment required in general grounds maintenance work.
- Perform heavy manual labor for extended periods under sometimes unfavorable conditions.
- Read, write and understand and carry out oral and written directions.
- Work cooperatively with other employees and the public.
- Maintain confidential data and information.

Minimum Qualifications:

- **At least be 18 years of age.**
- **Valid Washington State Driver's license**

The above position description does not include ALL essential and non-essential duties of this job. All employees with disabilities are encouraged to contact the personnel department to review and discuss the essential and non-essential function of the job. An employee with a disability can evaluate the job in greater detail; to determine if the essential functions can be performed safely with or without reasonable accommodations.

A Position Description and Application are available at Cle Elum City Hall – 119 West First Street, from 9:00 a.m. to 4:30 p.m., Monday through Thursday, and from 7:00 a.m. to 3:30 p.m. on Friday. The City of Cle Elum is an Equal Opportunity Employer.