

**BLAINE COUNTY  
POSITION DESCRIPTION**

**POSITION:** Blaine County Cemetery Caretaker  
Seasonal – Full-Time

**DEPARTMENT:** Blaine County Cemetery District

**ACCOUNTABLE TO:** Blaine Cemetery District Board

**DATED:** January 12, 2023

**SUMMARY OF WORK:** Prepares graves and maintains cemetery grounds, including but not limited to, excavating of graves, burial functions (installing vaults, concrete crypts, and urns), sodding, seeding, fertilizing, monument and marker setting, operating earth moving and lawn care equipment, and cemetery cleanup.

**KNOWLEDGE AND SKILLS:**

- Ability to communicate effectively both orally and in writing.
- Ability to drive a one-ton truck with manual transmission.
- Ability to present self to public in a courteous businesslike manner.
- Must have valid Montana Driver's License.

**EDUCATION AND EXPERIENCE:** At least some high school education. High school diploma or equivalent preferred.

**JOB DUTIES AND RESPONSIBILITIES:**

- Perform assigned duties.
- Properly clean and maintain equipment.
- Demonstrate sound judgment in making decisions.
- Prepare and submit accurate and timely reports.

- Observe work hours and demonstrate punctuality.
- Establish and maintain effective working relationships with fellow employees, supervisors, and the public.
- Keep the working area, outside and inside headquarters, clean and presentable to the public.
- Follows all safety rules and regulations. Brings safety concerns to direct supervisor.
- Responsible for the overall presentation and appearance of the cemetery which includes, mowing grass, pruning shrubs, trimming trees, spreading of pesticide/herbicide, and planting/maintaining landscaping.
- Monitor irrigation system / all lawn maintenance equipment and conduct or schedule repairs as needed.
- Pressure wash vehicles and equipment

### **PHYSICAL REQUIRMENTS:**

Sitting, standing, walking, driving, climbing ladders, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, and lifting/carrying up to 50 lbs. multiple times per shift, and occasionally must lift and/or move up to 100 lbs.

### **WORKING CONDITIONS:**

Spends time indoors and outdoors, with possibility of exposure to hot or cold temperatures for one (1) hour plus. Possible exposure to distracting/uncomfortable noise levels. Risk of bodily injury from mechanical parts, etc. Possible exposure to fumes, odors, etc. that may affect respiration and skin.

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.