

BLAINE COUNTY CEMETERY ASSISTANT CARETAKER
Seasonal, Part-Time

Blaine County has an opening for a Cemetery Assistant Caretaker, Seasonal, Part-time position. Applicants may pick up a job description and an Application from the Blaine County Human Resource Office on the 3rd floor of the Blaine County Courthouse or from Job Service, in Havre, MT. The job description and application are also available online at www.blainecounty-mt.gov. All applicants must use a Blaine County Application. Applications must be submitted to the Blaine County Human Resource Office. **Position closes May 3, 2024, at 4:00 p.m.**

Blaine County is an Equal Opportunity Employer.

**BLAINE COUNTY
POSITION DESCRIPTION**

POSITION: Blaine County Cemetery Caretaker – Part Time

DEPARTMENT: Blaine County Cemetery District

ACCOUNTABLE TO: Blaine Cemetery District Board

DATED: April 05, 2023

SUMMARY OF WORK: Will assist primary Caretaker with duties as needed. Prepares graves and maintains cemetery grounds, including but not limited to, burial functions (installing vaults, concrete crypts, and urns), sodding, seeding, fertilizing, monument and marker setting, operating lawn care equipment, and cemetery cleanup.

KNOWLEDGE AND SKILLS:

- Ability to communicate effectively both orally and in writing.
- 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.
- 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 assisting with, mowing grass, pruning shrubs, trimming trees, spreading of pesticide/herbicide, and planting/maintaining landscaping.

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.

**BLAINE COUNTY CEMETERY ASSISTANT CARETAKER
SEASONAL PART-TIME
Position Fact Sheet**

Work Week: Will work 20-25 hrs/week.
Seasonal work starts June – August.
Modification of the work week may occur depending on weather conditions and is at the discretion of the supervisor.

Salary: \$16.00/hr. DOE*

Probationary Period: 6 Months

*****Health Insurance, Dental & Vision Insurance and Retirement are not available*****