

BLAINE COUNTY CEMETERY CARETAKER

Seasonal, Full-Time

Blaine County has an opening for a Cemetery Caretaker, Seasonal, Full-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 is open until filled.

Blaine County is an Equal Opportunity Employer.

BLAINE COUNTY

POSITION DESCRIPTION

POSITION: Blaine County Cemetery Caretaker

SEASONAL: Full-Time: Monday-Friday 8:00-5:00 (Modification of work week is at the discretion of the board) from April 1 to October 31

Wages: \$23/hr

DEPARTMENT: Blaine County Cemetery District

ACCOUNTABLE TO: Blaine Cemetery District Board

DATED: January 20, 2026

SUMMARY OF WORK:

Maintains cemetery grounds (irrigating, mowing, weed eating, tree trimming, seeding, fertilizing, operating earth moving and lawn care equipment, fixing road pot holes and cemetery cleanup), oversees burial functions (installing urns, preparing site for burials, supervise the contractor at burial, and raising stones), and assist visitors in finding existing stones.

KNOWLEDGE AND SKILLS:

- Ability to communicate effectively both orally and in writing.
- Ability to drive a one-ton truck with manual transmission.
- Ability to operate and maintain grounds keeping equipment such as lawnmowers and trimmers.
- Ability to present self to public and board in a courteous businesslike manner.
- Ability to handle sensitive situations with tact and respect.
- 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 such as raising headstones, and trimming trees.

- Properly clean (pressure wash), maintain and repair (as needed, including winterization), and keep a maintenance log.
- Demonstrate sound judgment in making decisions.
- Observe work hours (8:00 am to 5:00pm 5 days a week) and demonstrate punctuality.
- Must be available during the season to supervise all burials done during work hours.
- 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, performing regular maintenance tasks such as irrigating, mowing lawns, trimming hedges and trees, removing debris from burial sites, and spreading of pesticide/herbicide.
- Attend all board meetings and give updates on work being done.
- Absolutely no personal use of equipment or vehicles.
- Preparing graves for burials, which includes measuring the lot for the contractor to dig the grave and supervising the burial at the burial service.
- Ensuring grave markers and monuments are clean and undamaged.
- Communicate with the secretary of all burials.
- Providing assistance and information to visitors, directing them to specific graves and answering any inquires.
- Maintain all cemetery roads and fill in any ruts and low areas.

PHYSICAL REQUIRMENTS:

Sitting, standing, walking, driving, shoveling, 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.

PERSONNEL MANUAL:

- All employees are to follow the Blaine County personnel policies as outlined in the Blaine County Personnel Manual. A copy of the manual can be obtained from the Clerk & Records office.
- Any major vehicle or equipment repairs must be approved by the Cemetery Board.
- Any major equipment and supply purchases must be approved by the Cemetery Board.
- As noted in the County Personnel Manual, County equipment and vehicles are not to be used for personal use.
- Cemetery Board Members will do periodic inspections of cemetery grounds, equipment, vehicles and buildings.
- Cemetery Board will field all comments, requests, or complaints from the public.
- Cemetery Board will review and approve all monthly timesheets.
- Cemetery Board must approve any vacation time requested during the regular employment season.