



EMPLOYMENT OPPORTUNITY

CEMETERY SEXTON

PART TIME; APPROX. 24 HOURS PER MONTH

Pay Rate: \$10.00 per hour

Filing Deadline: Open Until Filled. CITY APPLICATION REQUIRED.

Apply at: City of Jackson, 33 Broadway, Jackson, CA 95642. (209) 223-1646. <http://ci.jackson.ca.us>. EOE

DEFINITION

Under direct supervision, to perform general maintenance and upkeep of the City of Jackson Cemetery; assists with general cemetery operation activities; and to do related work as required.

EXAMPLES OF ESSENTIAL DUTIES

Responsible for the overall appearance and maintenance of the city cemetery; performs a variety of cemetery maintenance and repair work; removes litter; repairs uneven ground in plots and walkways; repairs fencing and gazebo as necessary; repairs water and irrigation systems; operates maintenance equipment such as vehicles and power tools; maintains cemetery landscaping; monitors cemetery grounds for vandalism or other suspicious activity; serves as liaison between the City and the public regarding cemetery operations; attends Cemetery Committee meetings; performs other related work as required. May be required to work shifts, weekends and/or holidays.

QUALIFICATIONS

Training and Experience – Equivalent to the successful completion of high school and one year of experience in general construction or maintenance work involving the use of a wide variety of hand and power tools.

Backhoe loader experience is desirable but not required. Must be in good physical condition, able to perform physical labor for extended periods.

Knowledge, Skills and Abilities - Ability to operate trucks, hand tools and motorized equipment efficiently and safely; possess mechanical aptitude; physical strength and agility; ability to follow oral and written instructions; ability to work efficiently and cooperatively with others, and to maintain good appearance and positive relations with the public.

Licenses - Possession of an appropriate and unrestricted California Driver License at time of appointment and thereafter.