



501 Mill Street
Ely NV 89301

City Of Ely

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City of Ely Parks & Cemetery Service Worker I

FLSA Status: Non -exempt
Safety Sensitive: Yes

Created: 3/23/22
Revised: 6/09/23

GENERAL SUMMARY:

The Parks/Cemetery service worker I is under direct supervision of Parks/Cemetery lead person. They will perform routine unskilled and semi-skilled work in general maintenance and care taking of grounds, buildings, and other City Facilities.

ESSENTIAL JOB FUNCTIONS/RESPONSIBILITIES:

Assigned job tasks/duties are not limited to the essential functions.

- Mow and trim lawns, trees, and shrubs.
- Water, fertilize and cultivate lawns, shrubs, flowers, and trees.
- Clean grounds and streets and perform necessary manual tasks to eliminate hazards and preserve the beauty of the City and public property.
- Prepare City facilities for various meetings, shows, contests, and athletic events.
- Snow removal at City properties.
- Assist with funerals.
- Assist in installing and maintaining sprinkler systems; digging trenches; move furniture; assist in laying concrete and asphalt; assist in loading and unloading trucks of dirt, construction materials and supplies.
- Clean and perform minor maintenance on equipment and vehicles.
- Operate motor equipment and a variety of hand and power tools.
- Job requires working in outdoor elements.
- Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions.

SKILLS, KNOWLEDGE, AND ABILITIES REQUIRED TO PERFORM THE JOB:

Duties require knowledge of Parks/ Cemetery maintenance. Small engine maintenance Experience with the utilization of earth moving equipment including Riding lawn mowers, Backhoes, Mini Excavators, Bobcats, Dump trucks. Knowledge with handheld equipment including Lawn mowers, weed eaters, chainsaws, and hand tools.

- Training will be provided but experienced operating equipment is preferred.
- Ability to understand and follow oral and written instructions.
- Knowledge of and ability to identify unacceptable and/or hazardous waste.
- This description lists examples of duties and requirements of the job and is not all-inclusive.
Incumbents may be expected to perform job-related tasks other than those contained in this document and may be required to have specific job-related knowledge and skills.

WORKING ENVIRONMENT/PHYSICAL DEMANDS:

Strength, stamina, walk on uneven or slippery surfaces; perform heavy manual tasks using hand tools such as shovel and picks; perform repetitive motions, including use of controls with hands and feet; climb up and down ladders; coordination and dexterity to adjust and make minor repairs to equipment; strength to lift and carry containers and equipment which regularly weigh up to fifty (50) pounds, and may occasionally weigh up to one hundred (100) pounds. Visual acuity sufficient to operate equipment, including depth perception sufficient to maneuver equipment and determine position of equipment components; ability to hear changes in operation of motors and other equipment.

Work in outdoor and indoor environments with intermittent to frequent exposure each day to unpleasant elements such as vibrations, noise, dust, fumes and odors, dampness, noise levels or extreme weather conditions including heat, rain, snow, cold, wind, and dust. Occasional work in confined areas. Work is typically performed independently and may be isolated in geographic areas. Ability to travel to different sites and locations.

QUALIFICATIONS FOR EMPLOYMENT:

- Must possess a valid class “C” driver’s license.

Signature: _____

Date: _____