

City of Ontario Ohio

Position Description

An Equal Opportunity Employer

Title: Maintenance & Cemetery Superintendent

Department: Maintenance

Pay Grade: Hourly

FLSA Status: Non-Exempt

Supervisor: Service Safety Director

Classification: Classified – Full Time

Job Duties and Responsibilities

- Perform a variety of unskilled tasks to ensure cleanliness of various buildings and facilities.
- Perform minor repairs and tasks as assigned by the supervisor.
- Must take proper care of equipment and tools.
- Must be able to carry out simple instructions, utilize equipment and tools necessary to perform the required maintenance tasks. (i.e. vacuum cleaner, buffer, mowing equipment, dust cloths, pails, brooms, mops, ladder, hand tools, and hand power tools, etc.)
- Follow all safety rules and regulations and safe work practices.
- Handle contact with general public and reservations for the use of the Community Room.
- Handle contact with vendors, writing purchase orders, ordering, purchasing and maintaining supplies.
- Maintain the grounds of the City Administrative building. (e.g. mowing, trimming, and raking)
- Perform floor maintenance. (e.g. cleaning, buffing, stripping, and waxing)

- Maintain cemetery grounds and driveways.
- Maintain cemetery burial plot records and handle inquiries for sales of lots.
- Oversees the preparation of burial sites and grave openings.
- Must have the capability to use hand tools such as a shovel, pick, hammer, screwdriver, drill, etc.
- Must have the ability to learn to operate motorized equipment such as: mowers, backhoe, chipper, leaf vacuums, and any other equipment used to maintain the Cemetery.
- Must be able to work well with other employees, follow directions, and practice safe work habits.
- Must be able to recognize safety warnings and work alone on most tasks.
- Keeps informed of City policies and procedures.
- Must possess and maintain valid Ohio driver's license.
- Maintains regular and predictable attendance.
- Performs any other related duties as required.

Requirements

- A high school diploma or equivalent is required.

Inherently Hazardous or Physically Demanding Working Conditions

- In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered heavy work.
- Employee works with and around motorized equipment, hand and power tools; works with and around chemicals and liquid fuels; works under adverse weather conditions; is exposed to dust, dirt, and fumes; is exposed to noise and traffic; may occasionally lift and move heavy objects.
- Employee is occasionally exposed to irritating chemicals (i.e. cleaning supplies) and any other job-related hazardous materials.
- In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered heavy work.

This position description in no manner states or implies that these are the only duties and responsibilities that are required of the Maintenance & Cemetery Superintendent position.