

PART TIME WORKER
Location: Cemetery

DESCRIPTION OF WORK:

Under close supervision of Cemetery Sexton and general supervision of City Administration, this position performs a variety of semi-skilled and skilled work in the construction and maintenance of city departments and municipal facilities.

EXAMPLES OF WORK:

Essential Functions

Under supervision, performs a variety of semi-skilled and skilled work in the construction and maintenance of city departments and municipal facilities; operates vehicles and machinery, including but not limited to, pickups and trucks, other tractors, various equipment and mowers; performs maintenance on vehicles and equipment including, but not limited to, checking oil and fuel; maintains municipal facilities, including but not limited to, painting and maintaining buildings and municipal facilities; accomplishes construction work including routine carpentry, plumbing, welding and electrical maintenance; performs maintenance duties that shall include, but not limited to, cleaning grounds and other areas, mowing grass, installing signs, trimming plants and trees, repairing and maintaining pumps and other equipment, maintenance on city facilities; prepares and maintains required records, as prescribed by supervisor; strictly adheres to set procedures and safety standards; and performs related work as required.

Non-essential Function

Interacts with the public, other employees, and supervisors in a polite, calm and professional manner; as requested, runs errands within the city; may be transferred to assist other departments in performing other work; acts to properly obey all orders given by supervisor(s) in charge of the position.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Basic knowledge of mechanical equipment used in maintenance of yard work and repair of same; skill in: operating applicable machinery and hand tools; ability to: follow detailed instructions, maintain accurate records and communicate effectively with co-workers, trainees, the public and all supervisory personnel.

TRAINING AND EXPERIENCE:

Any combination of training and experience that will allow the incumbent to acquire the required knowledge, skills and abilities to perform the required tasks.

WORKING CONDITIONS:

Work performed by this position is performed both indoors and outdoors; thus, some inclement weather may be encountered; this job requires some heavy lifting; normally the work week is part time, but depending on department assignment, work hours may extend to full time. Call back to duty may be encountered to meet emergency response or extended work day requirements. Must have current Nebraska driver's license.