

**TOWN OF WESTPORT, MA  
SEASONAL POSITION  
CEMETERY DEPARTMENT LABORER**

Experience with mowing and string trimmers. Must be a minimum of 18 years old. Pay \$19.22 per hour, 40 hour work week (for 20 weeks). Application is available at the Board of Selectmen's office or can be downloaded at [www.westport-ma.com](http://www.westport-ma.com). and must be submitted to the Secretary to the Board of Selectmen, 816 Main Road, Westport, MA 02790 or emailed to [employment@westport-ma.gov](mailto:employment@westport-ma.gov). Deadline is when the position is filled. AA/EOE.

## CEMETERY LABORER

### Definition

Supervisory, administrative, and manual work in the operation and maintenance of the town cemetery system; all other related work as required.

### Supervision

Works under the general supervision of the Working Foreman.

Performs work functions as assigned daily, but requiring independent judgment in determining most appropriate methods and directing subordinates.

Supervises approximately five part-time, seasonal employees.

### Job Environment

Some work is performed in the office under typical office conditions; most of the work requires working outside under very loud conditions and in various weather conditions; works near moving mechanical parts and is exposed to fumes or airborne particles and toxic chemicals; incumbent is required to be on call and work outside normal business hours.

Operates standard office equipment, such as copier, computer and fax machine; operates automobile, light truck, pneumatic and hand tools, and burial equipment such as grave probe and metal locator.

Makes occasional contact with the general public, monument contractors and other contractors. Contact is made in person, by phone and in writing. Contacts with the public require extreme tact and sensitivity.

Has access to department-related files, such as personnel files, bid documents and police accident reports.

Errors could result in delay of work projects, damage to equipment, waste of materials, injury to self and to colleagues, and could endanger public safety.

### Essential Functions

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Assist in the overall operation of numerous Town-owned cemeteries.

Assists with the development of new cemetery areas; supervises work after acceptance of proposed plans; lays out lots and roads for excavation of new cemetery areas.

Helps plan for funerals, including the layout of new lots and sections and the location of grave sites for liners and vaults for each funeral.

Supervises daily work of employees. Prepares layouts for internments and cremations; sets up equipment for funerals; assists the vault company in installing grave boxes or vaults; lays out foundations for monuments including digging, stoning, and cementing foundations.

Responsible for the care and maintenance of all tools and equipment related to cemetery; operates a variety of motor equipment for work related activities.

When necessary, orders materials required for construction and maintenance projects in the

cemeteries.

Maintains cemetery buildings and grounds; supervises landscape work; organizes and directs the layout, operation and maintenance of cemetery grounds.

Maintains the appearance of the cemeteries; mows grass, trims shrubs and trees; rakes leaves; plows and shovels snow and ice. Maintains veterans' graves.

Performs similar or related work as required or as situation dictates.

### **Recommended Minimum Qualifications**

#### **Education and Experience**

Graduation from high school or trade school and one to three years of experience relating to the construction, repair and maintenance of cemetery or related systems, including the operation of related maintenance equipment; or an equivalent combination of education and experience.

#### **Knowledge, Ability and Skill**

*Knowledge.* Considerable knowledge of the methods, materials and tools used in the maintenance of cemeteries. General knowledge of landscaping methods, techniques and materials. Tact and courtesy in dealing with the general public.

*Ability.* Ability to guide, direct and motivate assigned employees. Ability to operate and maintain various equipment used in cemetery maintenance and repair. Ability to organize and supervise the activities of various crews. Ability to communicate effectively, verbally and in writing. Ability to establish and maintain effective working relationships with employees and the general public. Ability to use and draw maps.

*Skill.* Skill in the operation of all cemetery tools and equipment.

#### **Physical Requirements**

While performing the duties of this position, the employee is regularly required to use hands to handle, feel or operate objects, tools, or controls and reach with hands and arms. Required to stand, walk, sit, climb or balance, stoop, kneel, crouch, or crawl. Occasionally required to lift and/or move over 100 pounds.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*