

Job Title: **Maintenance Specialist**

Classification: **Non-Exempt**

Department: Veteran's Cemetery

Division: N/A

Supervisor: Maintenance Manager



Effective: 07/03/2024

I. JOB SUMMARY:

Performs duties and functions in a maintenance and service capacity; completes burial processes and performs maintenance, repair and servicing of grounds, building and infrastructure elements; assists in the preparation, open and closing of in-ground burials; transports casketed remains from committal shelter to gravesite; places/secures cremations in niches and installs niche covers; assists in the installation, maintenance and care of grave markers and headstones; performs grounds maintenance activities to include grave leveling, sod establishment, turf mowing/edging, tree/shrub trimming, and care of flower beds; performs the maintenance and repair of buildings, structures, fences, walls, ornamental/memorial benches and monuments, roads, signage and other infrastructure elements; assists in the repair, maintenance and servicing of small engine and power equipment; records and submits daily/weekly/monthly records, reports and/or logs as needed. Prunes shrubs, trees and flower beds. Digs holes and trenches with pick and shovel. Places stone and plants flowers in garden areas. Hauls topsoil in wheelbarrow and spreads and levels soil using rake. Irrigates grounds using sprinkler system. Picks up and burns or carts away paper and rubbish. Repairs and paints benches, tables, guardrail, and assists in repair of roads, walks, building, performing minor and routine painting, cleaning, sweeping and weekly up-keeping of Cemetery Office. Performs preventive maintenance and repairs on mechanical equipment as needed using appropriate tools. This position has no supervisory responsibilities. Individual will perform other duties assigned by supervisor/department head when needed. The City of Mission will follow the Veterans Administration and National Cemetery Administration standards of operations and appearance.

II. EDUCATION & EXPERIENCE REQUIREMENTS:

- High school diploma or GED required.
- Must read, write and speak English.
- Experience in construction, maintenance work, and repair work.
- Six months experience in lawn care is preferred or the ability to learn the job through on-the-job training.
- Knowledge of proper sequence of activities required to perform the job.

III. EMPLOYMENT REQUIREMENTS:

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass a drug, physical, and pre-placement screenings administered by the City of Mission doctor at the City's expense.
- Applicant must have a current valid class "C" driver license from the department of Public Safety with no more than two (2) moving traffic violations within the past two (2) years.
- Honorable Military Service or Equivalent Preferred
- This position is a safety-sensitive position and is subject to random drug testing.

IV. SKILL ABILITY REQUIREMENT:

- Skill in the use and maintenance of tools and equipment.
- Ability to follow instructions; to work from drawings, diagrams, or blueprints; and to communicate effectively.
- Ability fill out pre and post report for all equipment.
- Ability to understand and find marker key or survey points
- Must have computer knowledge to included but not limited to Word, Excel, Google Docs
- Ability to measure and do simple math formulas
- Ability to establish and maintain an effective working relationship with co-workers and supervisor.
- Ability to perform repetitive work on a continuous basis.
- Ability to move hands easily and skillfully to handle/operate tools and/or machines to perform required tasks.
- Ability to understand city policy and procedure in relation to the job position, safety and health.
- Ability to perform a variety of different types of tasks without the variety itself causing a loss of efficiency.
- Ability to follow verbal instructions that require individual thought to complete the task or a series of tasks.
- Ability to perform activities of a routine, concrete, or organized nature.
- Ability to read and interpret documents such as safety rules and city policy procedures/VLB Standard Operating procedures and NCA policies.
- Ability to do the job without more than normal supervision.
- Knowledge of the construction, repair, maintenance, and operation of buildings, equipment, and utility systems.

V. ESSENTIAL JOB FUNCTIONS:

- Performs maintenance, construction, and repair work such as masonry, welding, carpentry, painting, or mechanical work.
- Performs preventive maintenance on equipment, tools, and buildings.
- Operates and maintains motorized vehicles and equipment.
- May assist with the preventative maintenance and repair of machinery, equipment, utility systems, boilers, and boiler feed pumps.
- May assist with plumbing; electrical; or heating, ventilation, and air conditioning work.
- May repair equipment and fabricate parts for repairs.
- May maintain records on work orders or projects.
- May perform inspections of operating machinery, equipment, and utility systems to ensure efficient and safe operations.
- Plant flowers, shrubs, and trees as assigned.
- Spread fertilizer on designated area as directed or assigned.
- Pick up trash or debris from cemetery grounds or buildings as schedules or as designated.
- Operate a push mower, lawn tractor, line trimmer, and blower as directed or assigned.

- Push/pull with approximately 75 pounds of strength to use lawn mower, fertilizer spreader, wheel barrow, etc.
- Sweeps walkways and sidewalks with broom or blower as assigned or scheduled.
- Irrigates cemetery lawn as scheduled.
- Sweep, mop, vacuum and/or dust floors in cemetery office as scheduled or directed.
- Trim shrubbery and grass around walkways, sidewalks, and buildings as assigned.
- Perform routine maintenance such as repairing and painting benches, tables, guard rail as scheduled or assigned.
- Repair and maintain tools and equipment as scheduled or assigned.
- Keep assigned cemetery area clean, neat, and in an attractive condition as instructed.
- Perform all job functions with special attention to good public relations, safety, health, and proper procedures.
- Follow a specific work schedule as directed.
- Keep a sufficient inventory of materials, tools, and equipment on site to perform job requirements without interruption.
- Maintain security on the city property/State property in accordance with city policy and procedure.
- Understand City of Mission policy and procedures as related to job as necessary.
- Provides interment services in a dignified and respectful manner in accordance with industry standards.
- Must be able to implement or exercise new and updated SOP from The City of Mission/VLB SOP/NCA Guidelines.

VI. NON-ESSENTIAL JOB FUNCTIONS

- Setting up of special events directed by the Director.
- Assist in the emergency preparations for hurricanes and tornados and other weather preparations.

VII. EQUIPMENT/MATERIALS: General Safety equipment/materials to include but not limited to the following:

- City vehicle
- Fertilizers
- Broom, Mop, Vacuum Cleaner, Shovel, Rake, Clippers, Hand Saw, Wheel Barrow, Home, Line Trimmer, Riding Mower, Push Mower, Mower Attachments, Shears and Power Blower
- Cement mixer
- Paint brushes /Paint
- Uniform, Hard Hat and Safety Equipment
- Small power hand tools
- Personnel Policy Manual
- RGV SVC Operating Manual

VIII. WORK ENVIRONMENT:

Exposure to the following environmental conditions are required for this job.

	None	Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
Wet humid conditions (none-weather)		X		
Work near moving mechanical parts			X	
Work in high, precarious places	X			
Extreme heat (none-weather)			X	
Extreme cold (none-weather)		X		
Outdoor weather conditions				X
Fumes or caustic chemicals		X		
Toxic or caustic chemicals		X		
Risk of electrical shock			X	
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

Working Conditions: Work must be performed outdoors and incumbent will be exposed to all types of weather throughout the year. Incumbent will be exposed to the sun, noise, extreme heat, and humidity, cold, sleet, rain, wind, and is subject to dirt, dust, fumes (from motor and exhaust) mud, and water. Work is performed in areas where pesticides, insecticides, and fertilizers are applied. Appropriate protective equipment will be worn. The operator is exposed to injury from mishaps that may be involved in the operation of grounds maintenance equipment.

IX. MANUAL DEXTERITY

Both gross and fine hand manipulation is required to perform essential and non-essential job functions. Maintenance Specialist must be able to exert heavy to moderate force to grip tools and to unload tools from truck. Gross hand manipulation is performed to grip tools for lawn care and maintenance of Veteran's Cemetery. Fine finger dexterity may be utilized to write information on paper documenting service and repair jobs.

X. PHYSICAL DEMAND ANALYSIS:

MATERIAL HANDLING ACTIVITIES

Task	Weights	Frequency	Performance
LIFTING	Up to 5 lbs	C	Floor to knuckle unload tools from utility vehicle and while mowing and planting picking up supplies and materials.
	6-10 lbs	F	Floor to knuckle and knuckle to shoulder, loading and unloading parts from the ship to vehicle and picking up supplies and materials.
	11-20 lbs	F	Floor to knuckle and knuckle to shoulder, loading and unloading parts from the ship to vehicle and picking up supplies and materials.
	21-25 lbs	F	Floor to knuckle and knuckle to shoulder, loading and unloading parts from the ship to vehicle and picking up supplies and materials.
	26-50 lbs	F	Floor to knuckle and knuckle to shoulder, loading and unloading parts from the ship to vehicle and picking up supplies and materials.
	51-75 lbs	N	
	76-100 lbs	N	
	Over 100 lbs	N	
CARRYING	Up to 5 lbs	C	Floor to knuckle unload tools from utility vehicle and while mowing and planting picking up supplies and materials.
	6-10 lbs	F	Floor to knuckle and knuckle to shoulder, loading and unloading parts from the ship to vehicle and picking up supplies and materials.
	11-20 lbs	F	Floor to knuckle and knuckle to shoulder, loading and unloading parts from the ship to vehicle and picking up supplies and materials.
	21-25 lbs	F	Floor to knuckle and knuckle to shoulder, loading and unloading parts from the ship to vehicle and picking up supplies and materials.
	26-50 lbs	F	Floor to knuckle and knuckle to shoulder, loading and unloading parts from the ship to vehicle and picking up supplies and materials.
	51-75 lbs	N	
	76-100 lbs	N	
	Over 100 lbs	N	
PUSH/PULLING	Up to 5 lbs	C	Floor to knuckle and knuckle to shoulder, loading and unloading supplies and materials for maintenance in city parks and city buildings.
	6-10 lbs	F	Floor to knuckle unload tools from utility vehicle and carry up to 50 pounds of weight of supplies and materials for maintenance in city parks and city buildings.
	11-20 lbs	F	Floor to knuckle unload tools from utility vehicle and carry up to 50 pounds of weight of supplies and materials for maintenance in city parks and city buildings.
	21-25 lbs	F	Floor to knuckle unload tools from utility vehicle and carry up to 50 pounds of weight of supplies and materials for maintenance in city parks and city buildings.
	26-50 lbs	F	Floor to knuckle unload tools from utility vehicle and carry up to 50 pounds of weight of supplies and materials for maintenance in city parks and city buildings.
	51-75 lbs	N	
	76-100 lbs	N	
	Over 100 lbs	N	

N-Never O-Occasional 1-33% F-Frequent 34-66% C-Constant 67-100%

Physical Requirements: This position requires heavy physical effort with reaching, bending, turning, and moving hands, arms, and legs to operate the different sets of controls while operating the equipment and attachments. Incumbent may be subjected to considerable strain caused by vibration, jerking, and jolting of the over rough surfaces and the need to operate controls in awkward positions. Heavy effort is frequently exercised when performing duties such as tamping, carrying caskets, lifting/moving grave planks, setting headstones, etc. Incumbent must be able to walk on hilly, flat, or rolling terrain. This position requites the employee to lift weights up to 50 lbs. Occasionally items weighing more than 50- lbs. are lifted with assistance from co-workers. Employee may be exposed to noise levels exceeding 85 dBA for up to eight (8) hours per day. This exposure may adversely affect hearing.

NON-MATERIAL HANDLING ACTIVITIES

Task	Frequency	Performance
CLIMBING	O	Climb ladder up to 30 feet in height to do maintenance and repairs on city buildings.
BALANCE	F	Balance on partial structure or frame.
STOOPING (bending at waist)	F	While doing maintenance on city parks and buildings.
KNEELING (one or both knees)	F	While doing maintenance on city parks and buildings.
CROUCHING (bending at hips/knees)	F	While doing maintenance on city parks and buildings.
CRAWLING	O	While doing maintenance on city parks and buildings.
REACHING	C	Reach from ground level to overhead with up to 25 pounds of weight, and retrieve tools or parts with partial to full arm extention.
TWISTING/TURN (rotation)	C	Up to 180 degrees at waist, shoulder and neck level to perform inspections and repairs.
HANDLING (manipulated objects)	C	Utilize tools during repair and maintenance of city parks, work orders and reports, hand tools exerting moderate to heavy force during repairs and maintenance of city buildings.
STANDING	F	During inspection of lawn maintenance.
WALKING	C	Up to two miles per day during city parks maintenance
SITTING	F	Driving City vehicle
FINGERING (finger dexterity)	F	Work orders and reports, hand tools exerting moderate to heavy force during repairs and maintenance of city buildings.
GRASPING (whole hand activities)	F	Work orders and reports, hand tools exerting moderate to heavy force during repairs and maintenance of city buildings.

N-Never O-Occasional 1-33% F-Frequent 34-66% C-Constant 67-100%

I _____ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

Signature

Date