



## **Job Description**

Position: Laborer  
Primary Location: Vernon Grove Cemetery  
Employment Status: Full-time, Hourly, Non-Exempt  
Reports To: Chairman/Vice Chairman of Vernon Grove Trustees; From December 1<sup>st</sup> to April 1<sup>st</sup>, will also report daily to the Highway Supervisor to work for Highway Department unless there is an upcoming burial or other cemetery priorities and there has been at least 24 hours advance notification. During the winter, must report to Highway Supervisor during & after any snowstorm for snow removal.  
Description Updated On: January 27, 2022

### **Summary/Objective**

The Laborer responsible to assist Foreman with all cemetery operations. A uniform is provided for this position.

### **Essential Functions**

- Mows, trims, removes brush and leaves; loams, seeds, and waters flowers and/or grass.
- Provides grave locations as requested and, if available, bring families to locations.
- Maintains all associated Vernon Grove Cemetery and North Purchase Street Cemetery properties such as all plots, buildings, garages, vehicles, equipment, fences, trees, plantings, walkways & roads (including plowing during winter months); repairs any headstones, footstones, or bronze markers.
- When it is possible and the ground is not frozen, the Laborer will be required to dig holes for cremation burials and will be required to place urn vault inside the grave.
- Attends every funeral for the entire duration of the funeral, including on Saturdays.
- Places flags on known veteran graves for Memorial Day and Veteran's Day.
- Oversees all work being done by outside vendors or contractors.
- Follows assignments from the Highway Supervisor from December 1<sup>st</sup> to April 1<sup>st</sup> (see "Reports to"); must be available for snow removal as requested.
- Assumes Foreman's duties (and is paid accordingly) when Foreman is absent for a full day of work or more.

### **Required Qualifications, Education, and Experience**

- High School diploma or GED

### **Knowledge, Skills, & Abilities**

- Knowledge of municipal government preferred, but not required
- General understanding of Microsoft Office, Excel, Access, and Adobe.

## **Physical and Mental Job Requirements**

- Must be able to lift up to 100 lbs. without assistance and over 100 lbs. with assistance of another individual.
- Physical requirements:
  - Frequent motor control
  - Frequent pushing up to 200 lbs
  - Frequent pulling up to 200 lbs
  - Frequent bending
  - Frequent squatting
  - Frequent kneeling
  - Frequent reaching
  - Frequent standing
  - Frequent sitting
  - Frequent walking
  - Constant fine motor control
  - Constant repetitive motion
  - Frequent finger dexterity
  - Constant grasping/holding
  - Occasional handwriting and typing
  - Constant visual perception
  - Constant visual inspection
  - Constant hand/eye coordination
  - Constant color distinction
  - Constant hearing and speaking
- Mental requirements:
  - Understand and apply routine verbal and/or written instructions
  - Understand and apply non-routine verbal and/or written instructions
  - Organize actions to complete sequential and/or routine tasks
  - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
  - Organize and prioritize the work schedules of others to manage multiple tasks and/or projects
  - Make decisions that have an impact on the individual's work
  - Make decisions that have an impact on the immediate work unit's operations and/or services
  - Communicate and exchange routine/basic information
  - Communicate and explain a variety of information
  - Memorization/concentration
  - Learning/knowledge retention
  - Emotional/behavioral self- regulation
  - Interacting with others

## **Work Environment**

- The functions of this role are conducted in a field environment.

## **Hours of Work**

- This role is paid on an hourly basis.
- Hourly employees work 40 hours from 7am until 3pm during primarily a Monday through Friday workweek. However, the Laborers position may be required to work on short notice and/or on Saturdays to prepare graves for burials.

**AAP/EEO Statement**

The Town of Milford is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities, and conflict resolution.

It is also the policy of Town of Milford to take affirmative action to employ and to advance in employment, all persons regardless of their status as woman, minority or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Signatures**

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee\_\_\_\_\_ Date\_\_\_\_\_

Hiring Manager\_\_\_\_\_ Date\_\_\_\_\_