City of Bellingham
Classification Specification

CLASS TITLE	**Park Technician - Cemetery**
DEPARTMENT	**Parks And Recreation\Operations Division**
UNION:	**1937**
SG:	**110**
CS:	**Yes**
FLSA:	**Y**
EEO/SOC CODE:	**SC/37-3011**

NATURE OF WORK:

Performs a variety of skilled technical duties and physical labor associated with the overall operation and physical presentation of the cemetery. Performs groundskeeping duties involved with interments, entombments and inurnments; prepares graveside and burial service or ceremony areas with seating and weather control items; locates and marks grave sites; opens and closes graves; and installs crypt faces, headstones, markers and monuments. Maintains grounds turf, and performs landscaping and Cemetery maintenance and repair duties. Operates specialized power, motorized equipment and vehicles in the performance of duties. Educates, informs and advises Cemetery users of Cemetery regulations to encourage voluntary compliance.

DISTINGUISHING CHARACTERISTICS:

The Park Technician - Cemetery is distinguished from the Park Technician – Grounds by its specialized knowledge and technical skills related to the care and maintenance of a municipal cemetery. Incumbents in this classification perform work in technical aspects of cemetery operation, in addition to specialized horticultural work, grounds maintenance, and equipment operation. Employees in this classification must have excellent communication and customer service skills requiring daily interaction with the public, including a variety of community populations experiencing sensitive situations involving grief and conflict.

The Park Technician – Cemetery is distinguished from the Park Specialist – Grounds in that it operates primarily in a hands-on capacity while the Specialist operates in a broader capacity which includes planning, scheduling and monitoring program area work.

SUPERVISORY RELATIONSHIPS:

Reports to a Parks and Recreation Manager or Supervisor as assigned. Work is performed under general guidance and direction while following applicable federal, state and local statues, regulations, policies and contractual agreements. Park Technicians may serve as a lead worker for lower classified staff as assigned. Maintains close working relationships with Park Operations staff and other City Departments.

ESSENTIAL FUNCTIONS:

1. Operates a backhoe tractor to open and close graves and install liners for burials. Sets up lowering device and prepares the burial/graveside service area by setting up tents, canopies, chairs and greens. Identifies the proper location of markers and sets markers. Operates specialized power equipment including coring press in the setting, installation, and repair of stone grave markers. Repairs sunken graves as necessary.

2. Performs cemetery facility maintenance tasks including maintaining and repairing fencing, sidewalks, benches, signage, gates, and roadways. Operates riding mowing equipment to maintain cemetery turf areas. Provides day-to-day direction and technical guidance to lower classified employees involved in grounds maintenance work activities as assigned.

3. Performs a variety of technical horticulture activities in the care of trees, shrubs, and shrub bed areas such planting, sodding, aerating, seeding, pruning, edging, irrigation, spraying, planting and removal. Applies insecticides to shrubs and trees. Performs weed management, including applying pesticides as needed. Operates, monitors and repairs manual and automatic irrigation systems.

4. Operates a variety of power equipment and hand tools necessary in the care of trees and shrubs such as chain saws, hydraulic pruning equipment, bow saws, loppers, and chippers. Operates sweepers, blowers and manual tools in the removal of leaves and tree limb debris.

5. Operates a variety of heavy equipment including dump, flat bed and pickup trucks and frontend loader to maintain the cemetery.

6. Answers inquiries and advises/informs the public of Cemetery rules, regulations and policies. Prints maps and assists the public in locating grave locations. Supports special community events including Memorial Day and Veterans' Day ceremonies on Cemetery grounds. Assists funeral home directors and or families within the scope of the classification.

7. Utilizes a computerized maintenance management system, cemetery management software and other computer software in the performance of duties. Completes work orders, inspections, and other reports and records hours and tasks completed by seasonal staff.

8. Receives, stores and processes deliveries of markers and other materials. Informs vendors of Cemetery policy and procedure administering the receipt and handling of ordered product.

ADDITIONAL WORK PERFORMED:

1. Performs work of the class below as assigned.

2. Performs other duties within the scope of the classification.

PERFORMANCE REQUIREMENTS (Knowledge, Skills and Abilities):

Knowledge of:

- Knowledge of horticultural skills in turf, tree and shrub care.
- Knowledge of cemetery work activities including opening and closing of graves, burial and graveside service set-up and installation of markers and memorials.
- Knowledge of material properties and working methods involved in the setting, repair, and leveling of stone and masonry grave markers.
- Use of hand and power tools for maintenance and repairs.

Skill in:

- Turf, tree and shrub care.
- Leadership and team skills including problem solving, interpersonal skills, adaptability/flexibility and time management.
- Strong communication and customer service skills.
- Good judgment, professionalism, courtesy and tact necessary to work effectively with diverse groups of people including the general public and other City employees.

Ability to:

- Perform continuous physical and manual labor.
- Operate a variety of mechanical equipment, which may include large gang reel mower, side-mounted tractor mowing equipment, aerator, fertilizer spreader, backhoe, and front end loader tractor.
- Plan and execute assigned work with minimal supervision.
- Lead the work of other employees as assigned.
- Follow verbal and written directions.
- Perform routine, repetitive activities while focusing on safe work practices.
- Understand and adhere to City and Parks Operations Division policies
- Ability and willingness to work outdoors year- round in inclement weather.
- Ability to maintain consistent and punctual attendance
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation
- Physical ability to perform the essential functions of the job, including:
  - Frequently communicate accurate information and ideas to others;
  - Operate mechanical equipment for extended periods of time in inclement weather on uneven terrain at or above ground level;
  - Occasionally operate a computer and other office machinery such as a keyboard, mouse, phone and computer.
  - Frequently transport objects weighing up to 50 lbs. Materials in excess of this weight are moved with assistance.

WORKING ENVIRONMENT:

Work is performed outdoors in all weather conditions. The work involves a moderate risk work environment, which requires employees to follow established safety procedures in operating equipment and vehicles, handling irritant materials, and performing repetitive activities.. Occasionally works indoors at a desk or computer terminal. Depending on the project or

assignment, may be required to use appropriate safety equipment, wear a variety of protective high visibility clothing rain gear, safety boots, safety glasses and gloves

EXPERIENCE AND TRAINING REQUIREMENTS:

- Two years of grounds maintenance experience required including technical horticulture skills in maintenance and care of turf, trees and shrubs required.
- Two years of coursework or related training in landscape management/design, environmental science, horticulture or a related field, may substitute for one year of required grounds maintenance experience.
- Skill and experience in the operation of a tractor/backhoe required.
- Experience in cemetery operations such as opening and closing of graves, marker setting, maintenance and repair of sunken graves preferred.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing a criminal background check and child and vulnerable adult abuse records check.
- Must possess a valid Washington State Driver's License and a good driving record. A three-year driving abstract must be submitted prior to hire.
- Ability to secure and maintain a Commercial Driver's License within eighteen (18) months of hire. Must pass CDL-related drug and alcohol testing throughout term of employment.
- Ability to secure and maintain a valid Washington State Herbicide/Pesticide License within twelve (12) months of hire.
- Ability to secure and maintain a valid First Aid and CPR certification within twelve (12) months of hire required.
- Must complete City Chainsaw Safety Training within 12 months of hire.
- Must be willing and able to work occasional weekends, holidays and evenings.

PREPARED BY: John Ivary
Charlotte Sellin
11/95
S. Janiszewski
M. Barrett
E. Weinberg
11/24

REVIEWED BY:_____
Nicole Oliver
Parks and Recreation Director

COMMISSION ADOPTION: 11/13/2024