

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. As every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may reasonably be considered incidental in the performing of their duties as though they were included in this job description.*

## SS-Cemetery Maintenance Helper

**Department:** Public Services

**Division:** Parks

**Work hours:** **Very Flexible Part-Time Schedules - schedules and crews listed below.**  
**Approximately April 1<sup>st</sup> to January 1<sup>st</sup>, weather and workload permitting.** Flexible schedules offered seven days a week from 6:30 AM – 3:00 PM.

**Rate of pay:** **\$15.00 - \$17.00 per hour**, depending on experience and qualifications. Wage dependent on prior experience as a Parks- Maintenance Helper.

### MINIMUM QUALIFICATIONS

- Must be at least 17 years of age.
- MUST HAVE A VALID UTAH DRIVER'S LICENSE.
- Must be able to understand directions given from a crew lead or assigned supervisor.
- Must be able to perform a variety of entry level semi-skilled duties related to construction, installation, maintenance, upkeep, and repair of city parks, cemetery, grounds, facility grounds, trails, open space, and general environment.

### ESSENTIAL JOB FUNCTIONS

Works under the general supervision of the Parks and Cemetery Manager and Structural Maintenance Supervisor. Works under direct supervision of Cemetery Crew Lead and Maintenance Technicians. This position assists in the general maintenance and installation of city parks, cemetery, facility grounds, trails, and open space. Provides support to various special events and recreation activities. Performs other duties as assigned.

### WORKING CONDITIONS & PHYSICAL REQUIREMENTS

- Include but are not limited to prolonged standing, walking, sitting, climbing, stooping, kneeling, and crawling.
- Must be able to see and hear.
- Must be able to lift up to 100 pounds.
- Will be required to work in inclement weather conditions.

### SCHEDULE AND CREW RESPONSIBILITIES

#### ○ Cemetery Crew

This crew typically works 5-8-hour shifts, Monday through Friday from 6:30 AM to 3:00 PM. (Schedule may vary during season to allow for coverage). Typical duties include mowing, line trimming, weeding, trash cleanup, irrigation maintenance and repair, hand watering of plants. May be assigned to assist other crews and perform other job functions. This position typically ends middle of October.

**CRIMINAL HISTORY BACKGROUND CHECK**

Successful applicant must pass background check.

**MOTOR VEHICLE REPORT**

Driving record of successful applicant will be obtained by the HR office.

**APPLICATION PROCEDURE**

On-line applications will be accepted at [www.ogdencity.com](http://www.ogdencity.com) until **filled**. If you do not have access to a computer, you may come to the Ogden City Human Resources office located at 2549 Washington Blvd., Suite 220, Ogden, UT 84401 between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday. All applications/resumes will be evaluated and ranked based on relevant education and experience as stated therein. Highest ranking applicants may be invited for a personal interview.

***WE ARE A DRUG FREE WORKPLACE - AA/EOE/ADAAA- MARCH 21, 2023***