



CITY OF
Sturgis
MICHIGAN

We're Hiring!

CEMETERY & PARKS MAINTENANCE WORKER

This is a **full time** position, with complete City of Sturgis benefit package. Under the supervision of the Cemetery & Parks Supervisor, performs a wide variety of grounds maintenance functions in both the Cemetery and City Parks. Operates and performs minor maintenance on department equipment, assists with all aspects of burials, provides training and instruction for part-time and seasonal workers, and may act as the supervisor when the supervisor is absent.

Essential Functions: Operates a variety of equipment including but not limited to; lawn mowers, tractors, dump trucks, backhoe/loaders, string trimmers, leaf blowers, snow blowers, snow plows, chain saws, and hedge trimmers. Maintains grounds by mowing, trimming, snow removal, assisting with planting grass, flowers, shrubs, trees, and spreading woodchips and landscaping stones. Maintains baseball, softball, and soccer fields and prepares them for play by establishing field sizes, grading, setting bases, goals, painting and chalking lines. Maintains park facilities which include park shelters, amphitheater, concession stands, restrooms, play areas and playground equipment. Performs minor repairs & maintenance on departmental vehicles and equipment, including but not limited to; changing oil, filters, greasing, lubricating, changing fluids, belts, and sharpening blades. Locates, digs and backfills cremation and grave sites; forms, pours and finishes concrete foundations; observes and assists as needed with funerals, dis-interments and other cemetery operations as required. Provides training and instruction to part time and seasonal workers and acts as the manager, prioritizing and assigning work to employees during absence of Supervisor. Provides help to the Department of Public Services in all capacities when needed including, but not limited to snow removal, sewer line cleaning, and other duties as required.

Education: High school diploma or equivalent. Skills and ability to comprehend equipment manuals, written instructions, safety information, and government regulations.

Experience: Some experience in general grounds maintenance including the operation of equipment similar to that used in maintaining the cemetery and parks. General knowledge and ability to perform minor maintenance and repair of equipment, with related experience to the care of flowers, shrubs, trees, turf and ball fields a plus.

Other Requirements: Possession of a valid driver's License with CDL Class A endorsement preferred. Ability to pass DOT physical. Ability to obtain a commercial pesticide applicator's license, within six months of employment.

Physical Requirements: Shoveling, climbing, walking, squatting, stooping, kneeling, crawling, push, pull, lifting & assisting with moving supplies and equipment weighing from 80 up to 200 lbs.,

Working Conditions: Works outside in varying weather conditions with exposure to environmental allergens. Required to be available some evenings, weekends and Holidays when necessary. Must have the ability to work in cramped body positions, in loud noise areas, and exposure to oil, petroleum product gases and fumes, solvents, pesticides and herbicides.

The qualifications listed above are intended to represent the essential functions, minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria. Duties and responsibilities may be added, deleted or modified at any time.

Submit Application, Resume, and Cover Letter to: Sturgis City Hall, 130 N. Nottawa St.
or via email to: dnorthrup@sturgismi.gov Applications are available at City Hall
or on our website at sturgismi.gov/HR

The City of Sturgis is an Equal Opportunity Employer.