



Seeking applications for the position of:
Cemetery Sexton

Open Date: October 7, 2022 Closing Date: October 19, 2022 at 5:00pm

Wage: \$3,589.73 per month plus a generous benefit package including: Persi retirement, medical, dental, and vision, and paid vacation and sick leave

QUALIFICATIONS:

- Graduation from high school or possession of a GED; and
- Three (3) years of experience in cemetery maintenance in a supervisory role, or any equivalent combination of experience and training which provides the knowledge, skills, and abilities necessary to perform the work; and
- Must have a valid Idaho state issued driver's license; and
- Must have or must obtain a Class B CDL issued by the State of Idaho within 6 months of employment.

General Statement of Duties: Supervises all maintenance and related operations on site at the City cemetery; coordinates funeral services and arrangements with the cemetery schedule; supervises and performs necessary labor tasks for cemetery maintenance; and performs other related work as required.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of:

- Current practices and procedures involved in cemetery maintenance;
- Safety procedures involved in cemetery maintenance operations;
- Use of power equipment, hand tools, vehicles and tractors involved in cemetery maintenance;
- Use of back hoe equipment.

Ability to:

- Supervise, train, evaluate, and coordinate the work of others;
- Coordinate Department objectives and community needs with Department resources and personnel capabilities;
- Efficiently operate heavy duty equipment and vehicles; specifically a back hoe and dump truck and any other equipment involved in the maintenance and operation of the cemetery;
- Properly and safely perform mechanical repair of vehicles and equipment to maintain working order;
- Maintain cemetery irrigation systems including repairing leaks and electrical systems, grounds maintenance, etc;
- Communicate well with others, both orally and in writing, using both technical and non-technical language;
- Understand and follow oral and/or written policies, procedures, and instructions
- Pass a background check, driving record, and pre-employment drug/alcohol test

Please send letters of interest explaining why you believe you are the most qualified candidate for the position along with a completed application and resume to the Human Resource Department at PO Box 10, Mountain Home, ID 83647 or email to HR@mountain-home.us. Applications and a full job description are available on the City website at www.mountain-home.us or can be picked up at City Hall. No phone inquiries please.