



City of Pahokee

Cemetery Worker

This position is responsible for assisting the Cemetery Supervisor in general maintenance of cemetery, preparing sites for funerals, maintaining the overall grounds of the cemetery and other duties as assigned and directed.

Closing Date: Open Until filled.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Locates grave site according to section, lot and plot numbers, and marks area to be excavated.
- Removes sod from gravesite, using shovel.
- Fills and repairs holes in roadways; dig and refill ditches for irrigation lines; mixes mortar; carries tools and materials for necessary jobs.
- Plants, waters, rakes and mows grass, trim trees and dig stumps.
- Dig grave to specified depth using pick and shovel or backhoe.
- Places concrete slabs on bottom and around grave to line it.
- Mixes and pours concrete to construct foundation for grave maker, using premixed concrete wheelbarrow, and hand tools.
- Assist in lifting and placing caskets on lowering device, covers dirt pile and sod, erects canopy, and arranges folding chairs to prepare site for burial service.
- Builds wooden forms for concrete slabs, using hammer, saw, and nails.
- Sets grave marker in concrete on gravesite, using shovel and trowel.
- Mows grass, using hand or power mower.
- Prunes shrubs, trim trees, and plants flowers and shrubs on grave, using hand tools.
- Perform all other duties as assigned.

Education and Experience:

- A Valid Florida Driver License.
- Two (2) years of recent work experience performing customer service duties with a high volume of public contact.
- One year (1) of required experience working in a cemetery, or closely related field of business.
- Knowledge of the use and care of manual and power tools.
- Ability to meet the as an attendant and direct funeral to proper locations.
- Must be self-motivated.

Inquires:

Applications are available online at: www.cityofpahokee.com

Please submit a cover letter and resume to:

Please submit a cover letter and resume to:

City of Pahokee

Interim Human Resources Director

Carlos Mangual

207 Begonia Drive

Pahokee, FL 33476

Email: cmangual@cityofpahokee.com

Job Type: Full-time