



**TWO
RIVERS**
WISCONSIN

Recruitment Announcement

CEMETERY MAINTENANCE WORKER FULL-TIME

The Cemetery Maintenance Worker performs a variety of skilled and semi-skilled tasks in the city parks and cemeteries.

Starting wage will be \$16.02 to \$17.00 hourly, dependent on qualifications.

The City of Two Rivers offers an excellent benefit package including participation in the Wisconsin Retirement System, comprehensive health, dental, vision, and life insurance and a free membership to the fitness center at J.E. Hamilton Community House. For employees electing to opt-out of health insurance coverage a health insurance opt-out incentive up to \$5,000 annually is offered. The City is an equal opportunity employer.

A complete job description and City employment application can be found at www.two-rivers.org.

To ensure consideration, interested candidates should submit a detailed letter of interest, resume, and completed City employment via email to jjackson@two-rivers.org or by mail to the address listed below.

City of Two Rivers
Attn: Human Resources
Post Office Box 87
Two Rivers, WI 54241-0087

Application deadline is November 6, 2022.



Position Description

POSITION TITLE: Cemetery Maintenance Worker

REPORTS TO: Parks & Facilities Supervisor

EMPLOYMENT CLASSIFICATION: Full-Time

LATEST REVISION DATE: October 2022

DEPARTMENT: Parks/Cemeteries

FLSA CATEGORY: Non-Exempt

PAY TYPE: Hourly, Pay-Grade 1

GENERAL PURPOSE

Performs a variety of skilled and semi-skilled tasks in the city parks and cemeteries.

SUPERVISION RECEIVED

Works under the immediate supervision of the Parks & Facilities Supervisor.

SUPERVISION EXERCISED

None.

FACILITIES/TASKS/PROGRAMS ACCOUNTABLE FOR

- Cemeteries Operations
- City and Park Cemetery mowing operations
- City flower care and planting
- City park building seasonal maintenance
- Fleet management, parks and cemetery
- Cemetery leaf and snow removal
- City entrances maintenance
- Recreation Trails
- Special projects--new parks and park improvements

ESSENTIAL DUTIES & RESPONSIBILITIES

- Assist with perpetual care flowers program in Pioneers Rest/Calvary and Forest View/Holy Cross cemeteries.



- Administer area for grave marker foundations.
- Assist with grave preparations as required.
- Work with Parks & Recreation Office regarding the sales of lots.
- Organize cemetery records for burials, locations, and purchases.
- Assisting crew with interments.
- Mow city parks and cemeteries.
- Pick up and remove leaves during fall clean up.
- Assist in cutting and trimming street, terrace and park trees throughout the city as needed.
- Collects and disposes of litter from premises.
- Keeps records of work completed.
- Assists with plumbing repairs in city parks and cemetery buildings.
- Mow lawns of private residences when long-grass complaints are made to police department
- With assistance, maintain City trees for public safety by performing tree pruning and tree removal functions; remove dead and damaged limbs and trees.
- Plant, water, fertilize and care for City trees.
- Document and enter tree management data into tree inventory.
- Uses handsaws, pruning hooks, sheers, clippers, chainsaw to prune and manage growth of trees and shrubs.
- Inspect trees to see if there are any underlying issues, such as diseases or pests.
- Communicate effectively with the residents when discussing long-grass complaints and public tree management.
- Maintains current skills & knowledge in the proper and safe techniques of maintenance functions.

DESIRED MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- Graduation from a high school or GED equivalent.
- Two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience. Preferably in a public sector environment.
- Preference for candidates with one or more of the following or similar applicable technical skills such as landscaping, mechanic, carpentry, plumbing, electrical, welding, tree trimming, felling, and planting.
- Any combination of experience and training which demonstrates the knowledge and experience to perform the work.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Some knowledge of mowing and landscaping equipment
- Skill in the operation of listed tools and equipment
- Ability to work independently and to complete daily activities according to work schedule
- Ability to communicate orally and in writing
- Ability to use equipment and tools properly and safely

- Ability to understand, follow, and transmit written and oral instructions
- Ability to establish effective working relationships with employees, supervisors, and the public

SPECIAL REQUIREMENTS

- Valid Wisconsin Driver's License
- Must be 18 years old at the time of employment
- Must remain insurable under the City's liability insurance policy

TOOLS AND EQUIPMENT USED

Mower, trimmer, pruner, riding mowers, chainsaw, stump grinder, front end loader, small tractors, pick-up truck with trailer.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions, and vibration.

The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**CITY OF TWO RIVERS
APPLICATION FOR EMPLOYMENT**

To Applicants: We appreciate your interest in our organization and assure you that we are sincerely interested in you. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications.

APPLICANT INFORMATION

Last Name	First	Middle	Date of Application
Address			Telephone No. (Include Area Code)
City	State	Zip	Cell Phone No. (Include Area Code)
Are you related to anyone in our employ? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please state name and relationship (include in-laws):			
Have you ever been convicted of any felony violation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe: <i>(Conviction of a crime does not automatically disqualify you from employment)</i>			

Please Provide your E-Mail Address: _____

INSTRUCTIONS:

If you need help to fill out this application form or for any phase of the employment process, please notify the person that gave you this form and every effort will be made to accommodate your needs in a reasonable amount of time.

1. Please thoroughly read all statements contained in this Application form.
2. Complete all pages of this form completely and accurately.
3. Print clearly. **Incomplete or illegible applications will not be processed.**
4. Do not fill out any other attached forms unless and until instructed.
5. You may attach additional sheets to the application to further explain or expand on your answers to the questions.
6. If you wish, you may attach your resume to this **completed** application.

APPLICANT NOTE:

This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract. False or misleading statements during the interview and on this form are grounds for terminating the application process or, if discovered after employment, terminating employment. This application applies only to the position specified. It is considered inactive after 90 days. If at any time after this point you wish to be considered for employment with the City, another application will have to be completed.

EEO STATEMENT

We are an Equal Employment Opportunity employer, and do not discriminate in our hiring or employment practices. All qualified applicants will receive consideration without regard to race, color, creed, religion, national origin, age, disability, sex, or any other characteristic protected by State or Federal law.

EMPLOYMENT INFORMATION

Position Applied For: Full-Time Part-Time Seasonal (Circle One)	Date you can start	Salary/Hourly Rate desired
Are you employed now? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you accept temporary work? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you worked here before? If yes, date/dept
<input type="checkbox"/> Yes <input type="checkbox"/> No Have you received a job description or had the requirements of the job explained to you? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you understand these requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No Can you perform the requirements of this job with or without reasonable accommodations?		

EDUCATION INFORMATION

School	Name of School/City & State	Check No. of Years Completed	List Diploma or Degree	Course of Study
High		1 2 3 4		
College		1 2 3 4		
Other (Specify)		1 2 3 4		

Special Training: _____

Driver's License Number: _____ **State of Registration:** ____ If commercial driver's license is required, list classification held and attach up to ten year employment history, if worked ten or more years. Have you ever been convicted of driving under the influence of alcohol or controlled substances? Yes No. If yes, provide date, where arrested, and under what circumstances. _____

EMPLOYMENT WORK HISTORY

(List Employers for the Past Ten Years - Last or Present Employer, First – Attach Additional Sheets if Necessary)

Name of Employer	Present		2.		3.	
Address						
Telephone						
Employment Dates	From	To	From	To	From	To
Salary	Start	Finish	Start	Finish	Start	Finish
Exact Title of Your Position						
Name/Title of Immediate Supervisor						
Describe Your Duties						
Reason for Leaving						

REFERENCES
(Do Not Include Relatives)

Name & Occupation	Address/Phone	Years Known/Relationship

APPLICANT'S CERTIFICATION AND AUTHORIZATION

CERTIFICATION

I certify the answers given by me to the foregoing questions and any statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions, or misrepresentations of facts regarding information called for in this application may result in rejection of my application, or discharge at any time during my employment. I also agree that, if City policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment. I understand that if I am hired, my employment shall be "at-will," and that either the City or I can choose to terminate the employment relationship for any reason, or no reason at all, with or without notice.

AUTHORIZATION

I understand that background, drug, or medical testing may be conducted on me as part of the process to determine my fitness for employment, and hereby agree to submit to such testing. I authorize all persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities to release any information concerning my background or test results, and hereby release any said persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities from any liability for any damage whatsoever for issuing this information.

Applicants' Full Name _____
(PLEASE PRINT)

Signed

Dated

EMPLOYMENT DATA RECORD

Employees are treated during employment without regard to race, color religion, sex, national origin, marital or veteran status, medical condition or handicap, or any other legally protected status.

As an employer with an Affirmative Action Program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

The purpose for this Data Record is to comply with government record keeping, reporting, and other legal requirements. Periodic reports are made to the government on the following information. The completion of this Data Record is optional. If you choose to volunteer the requested information, please note that all Data Records are kept in a Confidential File and are not a part of your Application for Employment or personnel file.

PLEASE NOTE: YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

VOLUNTARY SURVEY

(Please print)

Date: _____

Government agencies at times require periodic reports on the sex, ethnicity, handicap, veteran, and other protected status of employees. This data is for statistical analysis with respect to the success of the Affirmative Action program. **SUBMISSION OF THIS INFORMATION IS VOLUNTARY.**

Name		
Address		
City	State	Zip

Complete Only The Sections Below That Have Been Checked:

X	Current Job
X	(Check One) Male Female
X	Check one of the following: (Ethnic Origin) <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Black <input type="checkbox"/> Other <input type="checkbox"/> Asian/Pacific Islander
X	Check if any of the following are applicable <input type="checkbox"/> Vietnam Era Veteran <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Handicapped Individual
X	Birthdate

FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For Is Open ___ Yes ___ No

Position(s) Considered For: _____

Other: _____