



CITY OF BROOKSVILLE

JOB DESCRIPTION

POSITION TITLE: Cemetery Attendant I
DEPARTMENT: Parks and Recreation
DIVISION: Cemetery
SUPERVISED BY: Cemetery Supervisor

JOB SUMMARY/OVERVIEW OF THE POSITION: The Cemetery Attendant is responsible for assisting in the maintenance and/or repair of the City Cemetery and other facilities utilizing manual and semi skilled tasks and/or various types of specialized equipment. This position requires the application of people skills and the responsibility to enforce policy and procedures that relate to the operation of the cemetery. Work is reviewed through personal inspection and observation of compliance with established work guidelines and schedules by the Supervisor. May be scheduled nights, weekends and Holidays, and subject to call out. Position is supervised by the Cemetery Supervisor. Qualifications and a summary of duties and responsibilities are set forth below. This position is designated as essential personnel and will be required to work during emergency operations, including severe weather events and natural disasters. Employees must participate in emergency preparedness and response activities, and complete required NIMS (National Incident Management System) training as directed.

ESSENTIAL JOB FUNCTIONS:

Assist with the maintenance of the burial grounds and performs general grounds keeping.

- Establish and stakes out burial spaces.
- Assist with maintaining and the data entry of financial and other cemetery records/permits.
- Assist with the maintenance of trees, shrubs, plants, and flowers in the City nursery.
- Lead landscape over cemetery including but not limited to; mowing, edging, weed eating, etc.
- Pick up trash containers and cleans restrooms.
- Performs minor carpentry and repair work; builds and repairs fences, tables, benches, swings, etc. and maintain/repair irrigation system.
- Work safely, diligently and responsibly at completing assigned duties.
- Perform other duties not specifically enumerated within the job functions listed above as may be required at the discretion of the City.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to follow directions, perform assigned duties timely and effectively while working carefully and complying with safety rules.
- Knowledge of operational characteristics of assigned equipment and of safe handling techniques and related occupational hazards.
- Skill in the operation of assigned equipment.
- Ability to work under extreme adverse weather conditions.
- Ability to read, comprehends, implement and complete written and/or oral directions.
- Ability to project and maintain a good public image, and provide excellent customer service to the public, able to deal courteously and efficiently and interact effectively with public, coworkers and supervisor.

- Ability to follow directions and complete assignments accurately and on time.
- Willingness and ability to exercise sound judgment, and perform at an acceptable level of efficiency and productivity.
- Actively support the Department's and the City's goals, programs, and objectives.
- Ability to work independently and confidentially without close supervision.
- Ability to read, comprehend, implement, and complete written and/or oral directions in English.
- Ability to maintain an acceptable attendance record.
- Willingness and ability to comply with the City's regulations and procedures.

PHYSICAL SKILLS: Use of both arms, legs, and hands with majority of fingers, good vision (corrected), good hearing (corrected), ability to lift and load 45lbs., walking, standing, crawling, squatting, kneeling, bending, pushing, balancing, climbing and stooping. Environmental Conditions: Constant work outside, alone or closely with others in or with moving objects, during adverse weather conditions, high noise, and vibrations .

EDUCATION, TRAINING AND EXPERIENCE: High School Diploma or GED Equivalent. (1) year of Experience in cemetery or park maintenance work.

LICENSES, CERTIFICATIONS OR REGISTRATIONS: Valid Florida Driver's License – Class E.

***ADA STATEMENT:** A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.*

***DRUG-FREE WORKPLACE:** City of Brooksville is a drug-free workplace in accordance with Federal and Florida law.*

***VETERANS' PREFERENCE:** Under Section 295.07, F.S., Chapter SSA-7, City of Brooksville provides to Veterans, that preference in appointment will be given to preference-eligible applicants.*

HR INFORMATION

REVISION DATE: 10/2025

FLSA STATUS: Non-Exempt

PAY GRADE: See current pay scale