

## **City of Vicksburg Job Description**

**Job Title:** Backhoe Operator/Cemetery  
**Department:** Cemetery  
**Reports To:** Cemetery Supervisor/ Sexton  
**FLSA Status:**  
**Prepared By:** JAH  
**Prepared Date:** July 15, 2002  
**Approved By:**  
**Approved Date:**

**Summary:** Prepares graves and maintains cemetery grounds by performing the following duties.

**Essential Duties and Responsibilities Include the following, Other duties may be assigned**

Locate grave sites according to section, lot, plot numbers, and mark areas to be excavated  
Use backhoe to remove sod and dig grave to a specified depth  
Remove leaves and other debris from graves, and trim bushes  
Opens and closes mausoleum vaults

**Supervisory Responsibilities**

This job has no supervisory responsibilities

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty to satisfaction. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

Must have at least a high school diploma or GED  
Must have at least two (2) years of experience in backhoe operation

**Language Skills**

Basic language skills

**Mathematics Skills**

Basic math skills

**Reasoning Ability**

Basic reasoning abilities.

**Computer Skills**

No computer skills necessary.

**Certificates, Licenses, Registrations**

Valid driver's license.

**Other Skills and Abilities**

Must be able to operate a backhoe

**Other Qualifications**

Over time, alternative work schedule, and on-call status may be assigned if needed.

**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 stand; walk; Sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must regularly lift and/or move up to 50 pounds.

**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 is regularly exposed to wet and/or humid conditions. outside weather conditions; extreme cold and extreme heat. The noise level in the work environment is usually quiet.