

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE: NEW POSITION EXISTING POSITION

Part I - Items 1 through 12 to be completed by department head or personnel office. Items 13-17, DPS Use Only.

1. Agency Name Kansas Commission on Veteran Affairs		9. Position No. K0214709	10. Budget Program Num		Agency Number Position Number
2. Employee Name (leave blank if position vacant) Vacant		11. Present Class Title (if existing position) General Maintenance and Repair Technician			
3. Division State Veterans' Cemetery Program		12. Proposed Class Title			
4. Section WaKeeney Veterans' Cemetery	For Use	13. Allocation			
5. Unit		14. Effective Date			
6. Location (address where employee works) City WaKeeney County Trego		By Personnel	15. By	Approved	
7. (circle appropriate time) Full time <input checked="" type="checkbox"/> Perm. <input checked="" type="checkbox"/> Inter. Part time Temp. %			16. Audit Date: By: Date: By:		
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM To: 5:00 PM		Office	17. Audit Date: By: Date: By:		

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to relocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

This position will be responsible for the daily maintenance, grounds work and upkeep of the cemetery.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Title	Position Number
	Grounds Maintenance Supervisor II	K0214707

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
	Same as above	

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

The Incumbent receives general supervision from the Cemetery Manager, consisting of verbal instructions as to the work needed to be done on gravesites, cemetery maintenance tasks and detailed instructions as to accomplishments of special assignments such as setting headstones, transplanting shrubbery and care of operating equipment. Work is maintained in adherence to standards set by the director and manager of the stat veterans' cemetery program.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time	
	This position will be responsible for the daily maintenance, grounds work and upkeep of the cemetery.
25%	Lays out gravesites, aligning with other established graves, or aligning according to specified dimensions and plans. May be required to dig graves by hand, leveling side and bottom. Digs and shapes graves or opens crypts with backhoe for casket to be placed in ground. Lowers casket into grave/grave-liner and backfills by hand, dump truck or front-end loader tamping as necessary by hand or powered tamp. Removes excess dirt and transport to dump area. May assist Equipment Operator in performing routine preventative maintenance or minor repairs to mowers, tractors, and other power equipment.
15%	Unload markers/headstones from truck by hand or with forklift, inspect markers for damage, transport markers from storage to gravesite. Assists in setting, raising and realigning markers/headstones, assuring alignment, using lines, measuring tape and level. Cleans headstones and assists with maintaining roads and walkways to include snow and ice removal.
30%	Assists with planting, transplanting and performing minor pruning on trees and shrubbery, and applying compound to trees where limbs are removed. Rakes leaves and grass to present a neat appearance of grounds. Removes debris and trash as needed. Sprigs and sods grass, broadcast seed, fertilizer, lime and applies to lawns and plantings by hand or mechanical devices. Cuts grass with riding mower and trims around buildings, headstones and fence perimeters. Pulls weeds by hand around tree bases and in flower beds. Operates all machinery in a safe and responsible manner to include appropriate rates of speed on the gator and mowers.
15%	Performs minor facility maintenance such as painting and incidental carpentry tasks such as replacing handles on tools, doorknobs, hinges, post, sign, etc. Uses hammers, drills and other common carpentry tools. Performs miscellaneous janitorial tasks in restrooms, utility and administrative buildings.
10%	Help assist the cemetery manager prepare for services to include setting up chairs and arranging flowers at the committal site. Assists the funeral director in placing the casket on bier at committal site. Removes the casket and flower arrangements from the committal area to the gravesite in a dignified, reverent manner. Puts up and takes down flags for special occasions. Assists with traffic control during funerals and memorials.
5%	Performs special assignments, special projects or other related duties as may be requested Cemetery Manager or Agency Cemetery Staff within time limits and in accordance with special instructions given at the time the assignments, projects, or related duty is assigned. Attends training as required (may be out of state), to include overnight stays on occasion. May be requested to assist at another state veteran's cemetery location in Kansas (Fort Dodge, Fort Riley and/or Winfield) for special services. Reads pamphlets and publications regarding trades relevant to the cemetery maintenance and upkeep program. Adheres to standards established by director and manager.

-
22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
- Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - Plans, staffs, evaluates, and directs work of employees of a work unit.
 - Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title

Position Number

-
23. Which statement best describes the results of error in action or decision of this employee?

- Minimal property damage, minor injury, minor disruption of the flow of work.
- Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- Major program failure, major property loss, or serious injury or incapacitation.
- Loss of life, disruption of operations of a major agency.

Please give examples.

Failure to properly follow instructions and plans could result in the veterans' burial, being delayed and additional hardship on families. Failure to use equipment properly and follow safety guidelines could result in damage to the equipment and injury to the employee and/or other employees.

Failure to operate machinery properly could result in injury or damage to person(s) and/or property. Excessive speed on mowers and equipment could result in equipment damage and/or uneven grass levels impacting the overall appearance of the cemetery.

-
24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

This position requires normal communication skills for daily interaction with the Cemetery Manager, Equipment Operator, other cemetery staff, agency staff, funeral directors, and the public. The purpose of the contact is to plan, coordinate and advise on work efforts, interpret guidelines or instructions, elicit opinions or give guidance on the basis of facts to resolve common issues or problems. This individual will also have contact with veterans, dependents and their families concerning cemetery issues. The potential exists for this position to have contact with federal, state and county research and extension employees. Tours of the cemetery may include elected officials. Sensitivity to the nature of the business must be expressed at all times.

-
25. What hazards, risks or discomforts exist on the job or in the work environment?

Physical Demands: Considerable physical exertion is frequently required in performing tasks involving lifting and moving objects weighing over 50 pounds. Requires moderately heavy efforts in reaching, bending in the use of equipment and all vehicles. Subject to strains from vibration and jolting from equipment. May require long periods of physical labor such as digging graves by hand or leveling graves. Position requires lifting, bending, twisting and stooping on a repetitive basis.

Environmental Conditions: Work is performed outside, subject to extreme heat and inclement weather conditions. The work environment involves hazards, risks or discomforts typical of working with or around machinery with exposed moving parts, irritants chemicals, and heavy equipment. Is subject to high noise, dust, dirt and fumes from motor and exhaust. Protective clothing or gear and specific safety standards or procedures may be required. All safety precautions are expected to be adhered to. May require long hours on mowers and tractors in a variety of weather conditions. May come into contact with protestors during funerals and must be sensitive to grieving families. All work is performed in a manner exemplifying dignity and respect in honor of all veterans and their families. Serious injury is possible.

On occasion 1) may be required to alter the time normally taken for a lunch period, 2) may be required to stay late or adjust work hours for purposes of training, a funeral, or other reasons determined essential by the manager and 3) may be required to work a state declared holiday due to a memorial service or ceremony (i.e. Memorial or Veterans' Day).

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Back hoe-weekly	Power Equipment-weekly	Auger-Weekly
Riding Mower-Weekly	Loader-Weekly	Back Pack blowers-Seasonal
Chain Saw-Weekly	Utility-Weekly	Back Pack spray tank pesticide-Monthly
Trimmers-Weekly	Air compressor-Weekly	Weed Eaters - Daily
Dumper-Weekly	Tractor-Weekly	

PART III - To be completed by the department head or personnel office

27. List in the spaces below the minimum amounts of education and experience, which you believe to be necessary for an employee to begin employment in this position.

Education – General

Requires six months of experience in a building trades or mechanical building trade. Education may be substituted for experience as determined relevant by the agency.

Education or Training - Special or professional

License, certificates and registrations

Valid Kansas State drivers license

Special knowledge, skills and abilities *Required at Entry

Required at entry:

Knowledge of the basic function of two or more of the trades required for the construction, maintenance and repair of facilities and equipment.

Knowledge of the occupational hazards and safety precautions of a variety of the mechanical and building trades.

Knowledge of the operation, care, and maintenance of tools, vehicles, and other construction or maintenance equipment, including basic farm machinery.

Knowledge of basic methods of grounds maintenance of farming.

Ability to understand and carry out specific oral and written instruction, to perform basic arithmetic, and to read and understand basic diagrams and schematics.

Ability to understand basic but varied mechanical systems such as plumbing, locksmith, wiring, motors, mechanical equipment; to defective operation, and make mechanical repairs.

Ability to learn skilled use of tools, materials, and methods used in the varying crafts associated with facilities maintenance.

Ability to meet the public effectively.

Preferred at entry:

Ability to read, interpret and work from sketches, blueprints and specifications.

Knowledge of agri-chemical usage and application.

Knowledge of plant species, size, shape.

Knowledge of cemetery rules and regulations, policies and procedures.

Ability to apply, interpret and explain operational rules, regulations, policies and procedures and make minor decisions

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with fellow employees and the general public.

Experience - Length in years and kind

Prefer one year of experience in ground maintenance of a cemetery.

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date