

POSITION Summary

CITY OF MICHIGAN CITY

POSITION: Laborer/Driver
DEPARTMENT: Cemetery
Status: Full time

The City of Michigan City is currently hiring an energetic and dependable individual. This is a great opportunity for someone who is dependable, ready to work, and eager to learn in a supportive environment.

DUTIES:

- Prepares for burials, including laying out, opening, and closing graves.
- Prepares sites for government memorials, including setting foundations.
- Checks cemetery grounds for cleanliness, picking up trash and debris.
- Operates lawn mower and backhoe for cemetery upkeep, including mowing grass, trimming weeds, shrubs, and trees, planting flowers, plowing snow from drives and walkways, and digging graves.
- Cleans public and private areas.

SKILLS AND KNOWLEDGE:

- Possession of a valid Indiana driver's license and demonstrated safe driving record.
- High school diploma or GED. Must be at least 18 years of age.
- Working knowledge of standard English grammar, spelling, and punctuation.
- Working knowledge and ability to make practical application of City/department policies and procedures and applicable OSHA safety policies and procedures.
- Knowledge of and ability to properly operate various equipment and tools, including mowers, backhoe, hammer, screw drivers, drills, wrenches, air nozzle, air compressor, ratchet, mop, broom, gauges, chain saw, trimmers, manlift, pressure washer, and bench grinder.
- Knowledge of and ability to properly use chemical sprays, such as weed killer.
- Ability to perform essential duties of the position, including lifting/carrying objects weighing over 50 pounds, pushing/pulling objects, handling/grasping/fingering objects, crouching/kneeling, bending/reaching, and driving physically and safely. Ability to provide public access to, or maintain confidentiality of, department information and records according to state requirements.