

City of Burns
Job Announcement

Cemetery Caretaker/Utility Maintenance Worker

Title: Cemetery Caretaker/Utility Maintenance Worker
Salary: \$2933.00 plus excellent benefits
Status: Full-time Salaried Non-exempt

Opens: January 23, 2017
Closes: February 3, 2017

The City of Burns is seeking a cemetery caretaker/utility maintenance worker to perform a variety of manual and semi-skilled tasks in the general construction and maintenance of City Streets, sewer and water facilities; operates automotive and power equipment and will also maintain the Cemetery (and all interior and exterior bordering areas in a neat, clean and first class presentable condition at all times. Caretaker will also be responsible for coordinating burial requests with City. Employee will be responsible for preparation and excavation of gravesites along with filling grave and cleaning the area.

High school diploma or equivalent required. Ability to follow simple oral and written instructions and to act upon them accordingly. Ability to perform strenuous manual tasks. Ability to crouch, bend, kneel, and walks while carrying up to 50 pounds and to withstand exposure to variable weather conditions. Ability to establish and maintain harmonious working relationships with other employees and the general public.

Must have a valid Oregon driver's license. Possession of or the ability to secure an Oregon CDL within 60 days.

Must be able to pass a drug test.

Equal Opportunity Employer

The City is an Equal Opportunity Employer. The City considers applicants for all positions without regard to race, color, religion, national origin, age, sex, marital or veteran status, disability, sexual orientation, and/or any other legally protected status. The City is a drug-free workplace. Individuals who require an accommodation relating to the application process should request the accommodation in advance so that necessary arrangements can be made.

The job description, employment application, and veteran's preference form may be obtained in person at 242 S. Broadway, Burns, Oregon 97720, via email at dwensenk@ci.burns.or.us, or at the City's website (www.ci.burns.or.us). Please contact City Manager Dauna Wensenk if you have any questions regarding the position or application process.