



CITY OF PEABODY

# HUMAN RESOURCES DEPARTMENT

CITY HALL, 24 LOWELL STREET, PEABODY, MA 01960

Phone: (978) 538-5722/5721

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**JOB POSTING**  
**CEMETERY DIVISION**  
**WORKING FOREMAN**

**Job Title:** Working Foreman, Cemetery Division

**Civil Service:** Official Service; subject to Civil Service testing procedures as they occur

**Union/Service Class:** AFSCME, Labor Service classification 5004C

**Schedule:** Full Time, Monday through Friday 7:00 AM – 3:00 PM

**Grade & Pay:** Grade 16; Entry rate, \$22.04 per hour

**Summary: (Full job description available at the HR Dept., City Hall)**

Under the general supervision of the Cemetery Superintendent, this position works with and directs a small group to accomplish skilled and semi-skilled work, as well as general labor duties in the Cemetery Division

**Essential Duties and Responsibilities:**

- Supervises and works with a small group of workers in the day to day work of the Cemetery Division.
- Supervises and performs work including locating grave sites according to section, lot and plot numbers; and marks areas for excavation.
- Supervises and responsible for excavation work including sod removal and digging graves to proper depth specifications.
- Supervises and responsible for placement of concrete slabs, mixing and pouring concrete, building wooden frames for concrete slabs, using casket lowering devices.
- Supervises and responsible for physical set up of funeral services, including but not limited to erecting canopy, arranging folding chairs, and preparing site for burial service.
- Responsible for landscape work including grass mowing, pruning, tree trimming, and plantings.
- Assures job performance is correctly accomplished by the work group assigned in accordance with City and related labor policies.
- Enforces safety regulations; assures maintenance of equipment and vehicles, and when not performing primary duties, will perform and assure preventative maintenance is accomplished timely on equipment.
- Maintains discipline, reviews work of crew assigned during progress and upon completion for compliance with instructions and conformance with accepted practices.
- Operates and supervises operation of equipment including trucks and tractors and special equipment such as back hoe and snow plows.
- Operates and supervises operation of hoisting equipment and operate motor equipment.
- Additional duties as may be assigned.

**Qualifications:**

Education & Experience: Demonstrated knowledge in cemetery labor work desired. High school diploma or General Education Degree required. Licenses & Certificates: This position is required to have a valid Massachusetts Driver's License and a Massachusetts DPS hydraulic hoisting engineer license. City positions require a CORI and drug screen prior to confirmation of hire. Required skills: Must be able to operate excavation and landscaping equipment. Must be able to perform minor motor & mechanical maintenance and recognize equipment maintenance problems. Must have skills in operation and maintenance of required vehicles, tools and equipment. Must be able to lift 50 pounds. Must be able to read and write in English and keep records as may be required. Must be able to hear sufficiently to communicate with other workers effectively and perform work tasks safely.

Posting Date: July 13, 2017

Qualified candidates please apply on or before 4:00 PM on Tuesday, July 25, 2017 at the City of Peabody, Human Resource Dept., City Hall, 24 Lowell St. Peabody, MA 01960; email [ctrombley@peabody-ma.gov](mailto:ctrombley@peabody-ma.gov); fax 978-538-5982.