



CITY OF ROCKY FORD

Seasonal General Worker

Status: Non-Exempt

Department: Cemetery

Reports to: Cemetery Sexton

Pay Range: \$15.50

Hours: Monday – Friday, 6:30 am- 3:00 pm (Some Saturday mornings may be required).

Job Summary:

The Seasonal Cemetery Worker provides essential support in the maintenance and upkeep of cemetery grounds to ensure a respectful, safe, and well-maintained environment for the public. This position performs a variety of manual and outdoor tasks, including mowing, trimming, landscaping, grave preparation assistance, and general grounds maintenance. The Seasonal Cemetery Worker may also assist with clean-up for services and special events, operate basic equipment and hand tools, and support permanent staff as directed. Work requires the ability to perform physical labor in varying weather conditions while demonstrating professionalism, attention to detail, and sensitivity to the nature of cemetery operations. This seasonal role is critical to maintaining cemetery appearance and supporting daily operations during peak months.

Essential Duties & Responsibilities

- Perform routine maintenance of cemetery grounds, including mowing, trimming, edging, raking, and debris removal
- Assist with grave preparation activities as directed, including setup and restoration following services
- Place, level, and reset grave markers and monuments under supervision
- Operate hand tools, lawn equipment, and small machinery in a safe and effective manner
- Assist with landscaping tasks such as planting, pruning, mulching, and irrigation support
- Clean and maintain cemetery facilities, roadways, and common areas
- Support setup and cleanup for funerals, memorial services, and special events with professionalism and sensitivity
- Follow established safety procedures and use personal protective equipment as required
- Respond courteously to the public and maintain a respectful demeanor at all times
- Work cooperatively with permanent staff and follow instructions from supervisors
- Perform other related duties as assigned to support cemetery operations

Minimum Qualifications:

- Must be at least 16 years old
- Valid driver's license with a satisfactory driving record, or ability to obtain one if required by the position
- Ability to perform physical labor, including lifting, bending, walking, and standing for extended periods
- Ability to work outdoors in varying weather conditions
- Basic knowledge of, or willingness to learn, the safe operation of hand tools and grounds maintenance equipment
- Ability to follow verbal and written instructions and work independently or as part of a team
- Demonstrated reliability, punctuality, and a strong work ethic
- Ability to maintain a respectful, professional demeanor when interacting with the public in a cemetery setting

Work Environment Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- Regularly required to stand, walk, bend, kneel, crouch, and reach
- Frequently required to lift, carry, push, or pull objects weighing up to 50 pounds
- Ability to perform repetitive motions, including use of hands, arms, and legs
- Ability to operate hand tools, landscaping equipment, and small machinery
- Work is primarily performed outdoors and requires exposure to varying weather conditions, including heat, cold, wind, and sun
- Ability to maintain physical stamina for extended periods of manual labor
- Visual and auditory abilities sufficient to operate equipment safely and respond to verbal instructions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

How To Apply:

To apply email your resume and cover letter to Shelly Valdez, Human Resources Director, at svaldez@rockyford-co.gov. Applications may also be submitted in person or delivered to:

City of Rocky Ford
203 S Main St
Rocky Ford, Co 81067

Equal Opportunity

The City of Rocky Ford is an Equal Opportunity Employer and a Drug-Free Workplace. We celebrate diversity and are committed to creating an inclusive environment for all employees and residents.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

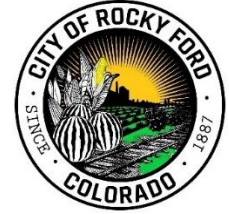
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Frequency Guide			
Rarely (R)	Occasionally (O)	Frequently (F)	Constantly (C)
Less than - 5%	6 – 30%	31% - 70%	Over 70%
Physical Task	Frequency	Physical Surroundings	Frequency
Sitting	F	Extreme Temperatures	O
Standing	F	Inside Work	F
Walking	F	Outside Work	F
Running	F	Walking on uneven surfaces	O
Stooping	F	Working at height	O
Kneeling	F	Other:	
Squatting	F		
Climbing	F	Environmental Conditions	
Balancing	F	Exposure to Chemicals	F
Reaching	F	Exposure to Gases/Fumes/Dust	F
Grasping	C	High Noise Levels	O
Fingering	C	Moderate Noise Levels	F
Handling	C	Vibrations	O
Visual Acuity: Near	F	Light/Power Equipment Ops	O
Visual Acuity Far	F	Heavy Equipment Operation	O
Depth Perception	F	Work in Traffic	F
Color Discrimination	F	Local Travel	F
Peripheral Vision	F	Out of Town Travel	R
Talking	C	Other:	
Hearing	C		
Other:		Weight of Objects Moved	
		Over 100 pounds	O
		Over 50 Pounds	F
		Over 10 pounds	F

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee _____ Date _____

JOB DESCRIPTION ACKNOWLEDGEMENT FORM



Employee Name: _____

Job Title: Seasonal General Worker

Department: Cemetery

I acknowledge that I have received, read, and understand the job description for my position as a **Seasonal General Worker** in the City of Rocky Ford Public Works Department. I understand the duties and responsibilities associated with my role and agree to perform them to the best of my ability. I also understand that this job description is not exhaustive and that additional duties may be assigned as needed.

I acknowledge that this job description does not constitute a contract of employment and that my employment is at-will, meaning that either the company or I may terminate the employment relationship at any time, with or without cause or notice.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____