

**Position Description**  
**Charter Township of Portage**  
**Forest Hills Seasonal 24 Hr./Weekly**  
**Cemetery Grounds Keeper**

**Seasonal Schedule:** 24 Hours/Week, 3 days per week from May 1<sup>st</sup> to Oct. 31<sup>st</sup>, of each year dependent on weather or needs of the Township. No holidays or sick time. Overtime only as approved by Township Supervisor.

**Pay/Classification:** Hourly, non-exempt – rate established by Board of Trustees.

**Job Summary:** Reports to the Cemetery Sexton. Maintains the grounds, mowing, trimming, leaf vacuuming/blowing for removal, and operating other pieces of power equipment needed to perform the job. Provides supervision to volunteer and non-volunteer workers. Outdoor environmental conditions require standing, bending, stooping, stretching and working in confined spaces during all season/weather conditions and lifting of supplies and equipment.

**Minimum Qualifications:** Seventeen years of age and/or a high school diploma or GED. Experience working with power equipment relating to parks and landscaping activities. A valid Michigan Drivers license. Experience maintaining and repairing small equipment and machinery.

**Job Duties and Responsibilities:**

1. Mows grass, rakes grounds, and does brushing as required. Maintains the aesthetics of the cemetery and surrounding grounds.
2. Works in a safe manner not endangering self or others and follows OSHA and MIOSHA rules relating to grounds maintenance, grave excavation, and equipment operation.
3. Excavates graves and makes safe vault placements as outlined by State Law.
4. Places fall/winter deceased in the cemetery vault, and removes deceased for spring burial.
5. Works with Sexton to inform the public of the services supplied and costs for burials.
6. Monitors, maintains and extends the irrigation system used by the public for plot maintenance.
7. Operates all power and manual tools used for maintenance and grounds keeping activities at the cemetery.

8. Assists the Sexton with burial records.
9. Reports time bi-weekly on Township's time card.

The above is intended to describe the general content of and requirements of the performance of the position. The afore mentioned list is not to be construed as an exhaustive statement of all the duties, responsibilities or requirements for a Grounds Keeper position.

Recommended by the Personnel Committee on \_\_\_\_ day of \_\_\_\_, 2024

Approved by the Township Board on \_\_\_\_ day of \_\_\_\_ 2024.

*The Charter Township of Portage is an Equal Opportunity  
Provider and Employer*

(2/2/2024 – Draft V)