

**TOWN OF BAINVILLE  
POSITION DESCRIPTION**

**Applications are due May 1, 2023 at 1:00 PM**

Please email the Town clerk for an application. [nrogers@townofbainville.com](mailto:nrogers@townofbainville.com) or check out the  
Town of Bainville website: <https://www.townofbainville.com/employment-opportunities>

**POSITION:** Seasonal Maintenance person(s) for the Town of Bainville cemetery

**DEPARTMENT:** Cemetery

**ACCOUNTABLE TO:** Mayor

**SUMMARY OF WORK:** mow, weed eat, spray weeds, clean & maintain the cemetery.

- The cemetery must be mowed & cleaned prior to the Memorial Day weekend on May 29, 2023.
- The cemetery must be mowed prior to 4<sup>th</sup> of July weekend on July 1, 2023.
- The cemetery must be mowed at least 1 x per month and at the end of the growing season.

**JOB CHARACTERISTICS:**

**Nature of Work:** This position performs technical and labor duties. Position works outdoors in the sun and heat. Position deals with moving parts of machinery requiring adherence to safety procedures. Performs routine maintenance on lawn and power equipment.

**Personal Contacts:** Daily contact with public.

**Supervision received:** Weekly visits with the mayor.

**Essential Functions:** Position requires ability to operate and maintain lawn maintenance equipment.

**JOB REQUIREMENTS:**

**Knowledge:** This position requires a basic knowledge of general maintenance and related mowing equipment.

**Skills:** This position requires skills in general maintenance.

**Abilities:** This position requires the ability to: work outdoors in heat and sun; follow safety procedures; communicate effectively orally and in writing; follow oral and written instructions; establish effective working relationships with fellow employees, supervisors, and the public.

**TERM OF EMPLOYMENT:**

This is a Seasonal Work position. A Seasonal Worker is not eligible for Vacation Leave or Sick Leave.

- The work will begin May 1, 2023 and end September 30, 2023.
- Pay will range from \$16/hour to \$24/hour depending on experience.
- A city lawn mower and weed eater will be provided along with fuel, maintenance costs for equipment.
- An agreement to use privately owned lawn mower & weed eater can be discussed.

**EDUCATION AND EXPERIENCE:**

-- Must be at least 16 years of age.

-- Must possess a valid Montana driver's license.

-- Any combination of education and experience which demonstrates the knowledge and experience to perform the work.

**JOB PERFORMANCE STANDARDS:**

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

-- Performs assigned duties.

-- Effectively maintains the cemetery.

-- Deals tactfully and courteously with the public.

-- Observes work hours.

-- Demonstrates punctuality.

-- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.

-- Effectively, responsibly, and punctually performs all additional duties assigned in other departments or areas.

-- Ability to work independently and to complete daily activities according to work schedule; ability to lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse conditions; ability to communicate orally and in writing; ability to use equipment and tools properly and safely; ability to understand, follow, and transmit written and oral instructions; ability to establish effective working relationships with employees, supervisors, and the public.

**PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to handle or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.