



Columbus Consolidated Government

Maintenance Worker I - G114 - Cemetery

SALARY	\$16.39 Hourly	LOCATION	Columbus, GA
JOB TYPE	Full-Time Regular	JOB NUMBER	2025-00000082
DEPARTMENT	Public Works	DIVISION	Cemeteries
OPENING DATE	02/19/2025	CLOSING DATE	Continuous

Major Duties and Responsibilities

This position performs cemetery maintenance duties.

- Opens and closes graves using a backhoe or a shovel. Ensures that department cars and trucks are in good working order by checking lights, brakes, oil, water, and gas.
- Ensures that department equipment including backhoes, weed eaters, blowers, lawn mowers, saws, and hedge trimmers are in good working order.
- Ensures that cemeteries are clean and that grass is cut around all graves; performs perpetual care on appropriate lots.
- Oversees inmates on the job site; transports inmates to and from the prison.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of department policies and procedures.
- Skill in the operation of a backhoe and other small equipment.
- Skill in operating automobiles. Skill in interpersonal relations.
- Skill in organization.
- Skill in oral and written communication.

Minimum Educational and Training Requirements

Knowledge and level of competency commonly associated with the completion of specialized training in the occupational field, in addition to basic skills typically associated with a high school education. No experience requirements. This position is required to supervise state inmate labor. Employee must pass the Department of Corrections three-day certification within the time frame required by this department which is normally six months but may be altered. Possession of or ability to readily obtain a valid commercial driver's license (CDL) issued by the State of Georgia for the type of vehicle or equipment operated.

Physical Requirements

The work is typically performed while intermittently sitting, standing, stooping, walking, bending, or crouching. The employee occasionally lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, and must be able to distinguish between shades of color.

- Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.
- Crouching – bending body forward by bending leg, spine.
- Feeling – perceiving attributes of objects by touch with skin, fingertips.
- Grasping – applying pressure to object with fingers, palm.
- Handling – picking, holding, or working with whole hand.
- Hearing 1 – perceiving sounds at normal speaking levels, receive information.
- Hearing 2 – receive detailed information, make discrimination in sound.
- Kneeling – bending legs at knee to come to rest at knees.
- Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.
- Manual Dexterity – picking, pinching, typing, working with fingers rather than hand.
- Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.
- Pulling - use upper extremities to exert force, haul or tug.
- Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.
- Reaching – extending hands or arms in any direction.
- Repetitive Motion – substantial movements of wrists, hands, fingers.
- Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.
- Standing – for sustained periods of time.
- Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.
- Talking 1- expressing ideas by spoken word.
- Talking 2 – shouting to be heard above ambient noise.
- Visual Acuity 1 - prepare, analyze data, transcribing, computer terminal, extensive reading.
- Visual Acuity 2 - color, depth perception, field of vision.
- Visual Acuity 3 - determine accuracy, neatness, observe facilities/structures.
- Visual Acuity 4 - operate motor vehicles/heavy equipment.
- Visual Acuity 5 -close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.
- Walking - on foot to accomplish tasks, long distances, or site to site.

The work is typically performed outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, and machinery with moving parts. The work requires the use of protective devices such as masks, goggles, or gloves.

Benefits

The Columbus Consolidated Government is proud to offer an exceptional compensation and benefits package.

Benefits include the following:

- Low-cost Medical Insurance
- Prescription Drug Plan
- Dental Plan
- Vision Plan
- Flexible Spending Accounts
- Life Insurance
- Supplemental Life Insurance
- Long Term Disability
- Credit Union
- Direct Deposit
- 12 Paid Holidays
- Vacation Leave
- Sick Leave
- PERK Time Off
- Retirement Plan

- Supplemental Retirement Plan
- Free and Discounted Services
- Employee Assistance Program

Take advantage of these free and discounted City Services offered to all City Employees.

- Discounted Movie Tickets
- Free Notary Services
- Ride a Metra Bus for Free
- Free Mulch
- Free Fire/Safety Home Inspection
- Sunray Cleaners discounts
- Adopt a pet for Free from Animal Control
- Driver's Training for Employee Dependents
- Oxbow/Bull Creek Golf Course discounts
- River Center Discounts
- Cell Phone Carrier Discounts

Retirement Plan

The Columbus Consolidated Government offers a defined benefit retirement plan to eligible employees who work in General Government and in Public Safety. Employees in the pension plan must meet both age and years of service requirements to qualify for retirement. The current vesting period is ten years, and the current pension contribution rate is 8% of your gross salary.

Supplemental Retirement Plan

The Columbus Consolidated Government offers a Deferred Compensation Plan or supplemental retirement plan that is tax deferred. This plan allows employees to contribute a portion of their salary, before federal and state taxes, to a retirement account. Your compensation is more than a paycheck, it allows you to plan for your financial future as well.

Employer

Columbus Consolidated Government

Address

City Hall
1111 1st Avenue
Columbus, Georgia, 31901

Phone

706-225-4059

Website

<http://www.columbusga.gov/HR>

Maintenance Worker I - G114 - Cemetery Supplemental Questionnaire

***QUESTION 1**

Which best describes your level of education? (You will be asked to provide documentation)

☐ No High School Diploma

- ☐ GED
- ☐ High School Diploma
- ☐ Technical College
- ☐ Some College
- ☐ Associate's Degree
- ☐ Bachelor's Degree
- ☐ Master's Degree
- ☐ Doctorate's Degree

***QUESTION 2**

Do you possess a valid Commercial Driver's License?

- ☐ Yes
- ☐ No

***QUESTION 3**

Please list and explain any work experience you have with record keeping, report preparation, and records management techniques, organizing work, setting priorities, and meeting critical deadlines.

***QUESTION 4**

This position works strictly with the City Cemeteries, would you be comfortable in this environment?

- ☐ Yes
- ☐ No

***QUESTION 5**

This position opens and closes graves using backhoe or a shovel. Will you feel comfortable completing these tasks?

- ☐ Yes
- ☐ No

***QUESTION 6**

You will be responsible for ensuring that department equipment including backhoes, weed eaters, blowers, lawn mowers, saws, and hedge trimmers are in good working order. Please describe your working experience with these duties?

*** Required Question**