

POSITION DESCRIPTION

Job Title: Automotive/Equipment Technician
FLSA: Non-exempt - hourly
Reports To: Facilities Manager

ORGANIZATION BACKGROUND

Lakewood Cemetery is one of the most distinguished and progressive cemeteries in the nation — a Minnesota landmark renowned for its history, art, and natural beauty. As a nonprofit serving families for over 150 years, Lakewood remains devoted to its founding mission, while actively reimagining the role of a cemetery in modern life. While much is changing in the world, we are steadfastly committed to the act of memorialization — recording the details of human lives and creating comforting touchstones where people can go feel closer to those they have lost. More information can be found online at www.lakewoodcemetery.org.

POSITION DESCRIPTION

This skilled position is responsible for the daily maintenance and repair of cemetery equipment, tools and vehicles. This includes ensuring equipment is operational in all weather conditions and sometimes includes fabricating custom tools/devices. This position also helps with cemetery operations including, but not limited to, excavating burial sites, completing burials, landscape maintenance, tree trimming, marker setting, laying sod and working in the crematory. This position reports to the Facilities Manager and may help with the maintenance of buildings as needed. Approximately 80% of this role's time will be spent in the shop, with 20% on the grounds (all seasons).

WORK SCHEDULE

Regular work schedule is Monday-Friday from 8 am-4:30 pm in the winter and 7 am-3:30 pm in the summer. This role is also expected to work a Saturday rotation and Memorial Day weekend (including Memorial Day). Overtime is paid for time worked in excess of Monday - Friday schedule, once fully trained.

DUTIES AND RESPONSIBILITIES

Maintenance and Repair of Cemetery Equipment and Vehicles

- Ensure proper, safe operation of all cemetery equipment.
- Inspect, repair and help set up equipment such as casket-lowering devices and vault transport/installation equipment.
- Perform regular maintenance on all cemetery vehicles including oil and filter changes, greasing, transmission/hydraulic/brake/coolant checks and changes, and tire repair/replacement.
- Inspect and repair grounds maintenance equipment such as backhoes, skid steers, dump trucks, Toro Workmen, pickup trucks, trailers, stump grinders, woodchippers, tampers, power brooms, rotary mowers, chainsaws, and other cemetery equipment.
- Perform complete overhauls on snow blowers, lawn mowers, weed whackers, power pruners/edgers, chainsaws, along with a variety of other small-powered equipment.

- Repair hand tools, such as fixing broken shovel or rake handles, sharpening axes and mower blades, etc.
- Provide occasional safe transport of broken vehicles from the grounds to the shop.
- Make welding repairs using SMAW (Arc welding), MIG, plasma cutter, Oxy Acetylene cutting, and brazing on all cemetery equipment, including reconstruction, straightening and fabrication of/on all cemetery equipment.
- Record information for billing to include work done, labor hours, parts and material costs.

Miscellaneous Duties

- Assist the cemetery crew with cemetery services and operations as needed throughout the year. This may include snow removal, grave digging and preparation, burial setups and teardowns, tree trimming/brush removal, mowing, etc.
- Perform other duties as needed in the greenhouse, crematory, administration buildings, and mausoleums.
- Complete (after 90 days) the State of Minnesota Underground Storage Tank training and certification, along with required storage tank record keeping and compliance.

MINIMUM QUALIFICATIONS

- Valid MN driver's license and DOT health card
- Strong mechanical, critical thinking and problem-solving skills
- Knowledge of the safe and proper operation of equipment used in burial and cemetery maintenance
- Proficiency with repair tools and techniques
- Ability to keep shop inventory and order parts for repairs
- Excellent communication and organization skills
- Previous experience in mechanical operation, maintenance, diagnosis and repair of gas and diesel internal combustion engines and accessories, power train and chassis components, as well as hydraulic, pneumatic, and electrical systems
- Previous experience or knowledge of safety precautions and procedures applicable to maintenance shops and mechanical equipment
- Knowledge of safe and proper use of welding and cutting equipment
- Knowledge of cemetery methodology and equipment necessary for all aspects of cemetery grounds maintenance
- Ability to understand and apply technical information contained in maintenance manuals, repair bulletins, lubrication charts, and other applicable publications
- Ability to prepare and maintain necessary maintenance records
- Previous cemetery experience and cremation certification/experience preferred but not required
- Heavy equipment operation experience preferred
- Must possess own tools needed for basic automotive repair, specialty tools will be provided

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. The employee is required to use hands

to grasp, lift, feel, type and write. The employee must be able to speak clearly and listen attentively on the phone and in person. The employee is frequently required to move from a sitting position and stand and walk throughout the buildings and grounds, using stairs, as well as stand for long periods of time. The employee must be able to get in and out of a vehicle and drive to various locations within the cemetery, and occasionally drive to vendors (up to 1.5 hours away). The employee must be able to work in all types of weather outdoors. While working outdoors, the ability to be on one's knees, to crouch/squat, and/or balance using one's wrists is often needed. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This role will work generally independently both indoors and outdoors, but occasionally be part of a team. The noise level in the work environment varies. Due to normal conditions of the job, the employee is required to use ear or other safety protection. Most of this role's work will be indoors however they must be able and willing to work in all weather conditions outside as needed.

COMPENSATION

Range of \$28-\$32 / hour. Pay commensurate with experience.