

# NOTICE EMPLOYMENT OPPORTUNITY CITY OF WINTER HAVEN

P. O. BOX 2277 - WINTER HAVEN, FL 33883-2277

Phone (863) 291-5600 TDD (863) 291-5624

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October 27, 2004

OPEN COMPETITIVE/PROMOTIONAL  
CEMETERY OPERATOR I

**ESSENTIAL JOB FUNCTIONS:** Safely operates one or more of the following Public Services equipment, both on and off the highway, over 50% of the work day: small tractor, backhoe, hustler mower, dump truck and pickup truck. Washes, cleans and performs routine maintenance, including checking fluid levels, tire pressure, filters, belts, etc. on the assigned equipment. Performs manual laboring tasks under varying weather conditions; opens and closes graves, mows grounds, assists in setting markers, edges around markers and trims hedges and other shrubbery. This is not intended to be an all-inclusive listing of essential job functions; the performance of other essential functions may be required.

**KNOWLEDGE, ABILITIES & SKILLS:** Knowledge of the operation, maintenance and use of backhoe, hustler mower, dump truck, tractors and of the less complex Public Services equipment. Knowledge of traffic and highway safety rules and regulations. Knowledge of the hazards involved in the use of Public Services equipment and of the safety precautions to be taken. Ability to understand and follow oral instructions. Physical strength and agility sufficient to do strenuous laboring tasks under varying weather conditions.

**MINIMUM EDUCATION & EXPERIENCE:** One (1) year experience in the operation and routine maintenance of light trucks and similar Public Services equipment. An equivalent combination of training and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

**SPECIAL REQUIREMENTS:** Possession of a valid Florida class B driver's license with a good driving record as determined by the City of Winter Haven. Must be able to work a flexible work schedule. *ROTATING WEEKEND WORK SCHEDULE!*

**SALARY RANGE & BENEFITS:** \$9.15 – \$13.84 per hour. Twelve (12) vacation days per year; twelve (12) sick days per year; ten (10) paid holidays; three (3) personal days off. Medical and dental plan available. City pension plan and social security coverage.

**CONTACT:** City of Winter Haven HR Office. **CLOSING DATE:** November 10, 2004.

“EQUAL EMPLOYMENT OPPORTUNITY”