



Position Vacancy

RFP #25-055-01

Position: Medium Equipment Operator
Department: Edgell Grove Cemetery
Salary Range: M1: \$20.13 – \$21.79 per hour
Schedule: Monday – Friday 7:00 a.m. to 3:15 p.m.
Overtime available as needed
Hours per week: 40



- Position will remain open until filled. Priority will be given to those who apply within the first 21 days.
- Edgell Grove Cemetery is located at 53 Grove Street, Framingham MA 01701.
- The City of Framingham offers a robust benefits package and is an eligible employer for the [Federal Student Aid Public Service Loan Forgiveness Program](#).
- We seek to hire a candidate who shares our commitment to Framingham and values civility, collegiality and working in a coordinated team environment to serve the City of Framingham.

The Department of Cemeteries' goals are to maintain Framingham's four municipal cemeteries (Edgell Grove, Old South, Edwards, and Main Street) to provide options for future internment in these cemeteries, and to provide avenues to highlight the lives of those whose perpetual care was entrusted to these cemeteries.

With utmost professionalism, empathy, and attention to detail, we strive to offer exceptional burial and memorialization services, ensuring the highest standards of care, aesthetics, and accessibility. Through our commitment to maintaining the solemnity and beauty of our cemeteries, we aim to provide solace and comfort to bereaved families, while upholding the rich history and heritage of our community.

Our mission is to maintain and enhance the cemeteries under our care as sacred and tranquil spaces, honoring the memory of loved ones and preserving their legacies for future generations.

Position Purpose:

The cemetery Medium Equipment Operator provides the necessary labor to maintain multifunctional properties under the care of the Cemeteries Division and occasionally the Parks and Recreation Department. Operates maintenance equipment and vehicles for the purposes of maintaining properties and to transport staff, equipment, and materials for a variety of cemeteries' maintenance work responsibilities.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Provide necessary labor for the day-to-day operations of the department's functions and responsibilities.

2. Perform labor associated with cemetery and park type maintenance work including, but not limited to, painting, raking, mowing, trimming, trash removal, excavation for graves, snow removal and other jobs that are assigned.
3. Drive trucks and operate motorized equipment used in the daily operation that do not require specialty licenses.
4. Cemeteries and Mausoleum duties include, but are not limited to, entombments, internments, cement/foundation work, install flat markers and/or Military markers, and other duties as assigned.
5. Responsible for proper care and maintenance of assigned equipment.
6. Responsible for reporting unsafe conditions or any necessary repairs to equipment, tombs, headstones, or facilities to ensure the safety of employees and the general public.
7. Maybe temporarily assigned to work at a higher grade.
8. Must be able to work scheduled and unscheduled overtime hours to meet the labor needs of the department varied seasonal operations.
9. Must be able to work under varying weather conditions.
10. Performs other related duties as assigned or directed.
11. Employee must be appropriately attired, present an appropriate Image, and be accessible to the general public while carrying out daily work responsibilities.

Qualifications:

- Must have a standard high school or vocational school diploma, or have obtained a General Equivalency Diploma (GED).
- 1-year paid experience In Cemeteries or Parks maintenance, preferred.
- Preference will be given to candidates who are familiar with municipal Cemeteries and/or Parks maintenance protocols, operations, and equipment.
- Other work experience such as landscaping or general labor may be considered.
- Must be able to work under department supervision as part of a team, and work independently to carry out assigned work. Should be able to make independent judgments and decisions as it relates to assigned work.
- Must demonstrate and show desire for professional improvement and possess a positive attitude in the work environment.
- Must be able to perform physical work as needed.
- Subject to random drug testing in accordance with City of Framingham policies and DOT requirements.
- Licensed to operate a motor vehicle as provided under Chapter 90, Section 8 of the Massachusetts General Laws with class D license.

An equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job may be accepted.

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 position's essential functions.

Employee operates equipment used in cemetery and park maintenance operations, commercial mowers, digging foundations and pouring concrete for new monuments (as needed), string trimmers, ground blowers, backpack blowers, chainsaws and small power tools. Familiarity with safe operations of all equipment is expected.

Supervision Required:

Works under the general direction of the Superintendent of Cemeteries.

Supervisory Responsibility:

The Medium Equipment Operator does not supervise any employees.

Work Environment:

Work is performed outdoors in various weather conditions. The employee regularly interacts with grieving families and participates in burial and interment services, where a level of professionalism, tact and sensitivity are expected.

Occupational Risk:

The nature of duties may involve the presence of unpleasant or irritating elements, such as noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease. Work may be performed outdoors, regardless of weather conditions.

The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham. In doing so, Framingham strives for a city culture and environment that fosters a true sense of belonging for all, provides opportunity for everyone to participate equally and fully in the city, their communities and neighborhoods in ways that helps to develop each individual's capacity to confidently and competently engage within and across difference. Given an evolving national context and the richness in the demographic and linguistic profile of our city, the City of Framingham has made a significant commitment to addressing and enhancing its community climate, culture and multiplicity of service capabilities as a city.

The City of Framingham is an Affirmative Action Equal Opportunity Employer.