



CITY OF FLORENCE, ALABAMA

JOB NOTICE *Human Resources / Benefits Department* February 13, 2012 Public Job Posting

Applications for **UP TO 10 PART-TIME TEMPORARY LABORERS IN THE CITY OF FLORENCE CEMETERY DEPARTMENT** for the summer of 2012 will be received in the City of Florence Office of Human Resources until 5:00 P.M., **JUNE 30, 2012**. Applications forms may be picked up in the Office of Human Resources, Suite 107, First Floor, City Hall, Monday through Friday from 8:00 A.M. to 5:00 P.M., **JUNE 30, 2012**.

Although applications will be accepted until **JUNE 30, 2012**, initial screening of applications will begin on or about **MARCH 5, 2012**. The largest number of employees hired under this notice will be prior to **APRIL 2, 2012**. Later hiring will be limited to filling vacancies that may occur or to meet additional requirements, which is expected to be small in number.

Prior to preparing an application, all prospective applicants are advised to review the qualifications section of the attached Job Description to compare their skills to those required of the Job Holder.

HOURLY RATE: \$8.6490

JOB SUMMARY: THE PART-TIME TEMPORARY LABORER PERFORMS MANUAL WORK IN THE CARE AND MAINTENANCE OF THE CITY CEMETERY AND VARIOUS OTHER CITY PROPERTIES. SPECIFIC DUTIES INCLUDE: PREPARING GRAVESITES, ASSISTING WITH BURIALS, PERFORMING MISCELLANEOUS DUTIES AND CEMETERY MAINTENANCE. THE EMPLOYEE ALSO PERFORMS OTHER MANUAL WORK INCLUDING: CUTTING AND TRIMMING GRASS; TRIMMING SHRUBS; REMOVING FALLEN TREE LIMBS AND RAKING LEAVES; CLEANING UP LITTER THROUGHOUT THE CITY; ASSISTING IN VARIOUS MOVING, LIFTING AND CLEAN UP JOBS; AND PERFORMING VARIOUS JOBS IN MAINTAINING CITY PROPERTY.

*****SEE ATTACHED JOB DESCRIPTION FOR DETAILS OF REQUIRED DUTIES AND RESPONSIBILITIES; REQUIRED EXPERIENCE TRAINING AND LICENSING; REQUIRED KNOWLEDGE OF SKILLS AND ABILITIES; AND PHYSICAL DEMANDS OF THE JOB. *****

Robert S. Steen
Interim Human Resources Director



The City of Florence encourages all candidates to make known any accommodation needed during the process of making application for a position with the City, whether it be making available materials in larger print, furnishing someone to help fill out an application or read a job description, or other accommodations. In order for us to make arrangements for some accommodations, such as a qualified sign interpreter, we request a 48-hour notice in order to best serve these needs.

The City of Florence does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. The City of Florence is an EQUAL OPPORTUNITY EMPLOYER.

SUBJECT TO POST-OFFER, RANDOM SAMPLING, POST-ACCIDENT, REASONABLE CAUSE, AND RETURN-TO-DUTY DRUGS AND ALCOHOL TESTING AS REQUIRED BY THE DEPARTMENT OF TRANSPORTATION AND/OR THE CITY OF FLORENCE.

EMPLOYER