

Job Description

POSITION: Foreman

DATE: 9/08/08

EMPLOYER: Archdiocese of Milwaukee

HOURS: Eight hours per shift

DEPARTMENT: Catholic Cemeteries

BREAKS: Two 15' breaks; one 30' lunch

REVISION DATE:

REVISION NUMBER:

The contents of this document describe the physical and environmental conditions of the above stated job title / employer. The Appendix provides a glossary of terms that further describes information in those sections/terms marked with an asterisk.

JOB SUMMARY: Manages/supervises General Laborer I, General Laborer II and Seasonal Worker positions. May perform any/all job duties of either of these two positions as workflow/staffing requires. General Laborer I tasks can include general cleaning/maintenance of the mausoleum, entombments; lettering, opening and closing crypts and communication with family/funeral directors on services held in the mausoleum. General Laborer II job tasks include setting up and taking down of grave sites for burial services, pouring foundations for stones, placing stones, installing and filling flower vases, snow removal and general cemetery maintenance. The amount of time spent assisting General Laborers I and II with their job tasks varies from location to location and day to day staffing needs within the Archdiocese (i.e. ranging from 20-90%)

Additional responsibilities of Foreman include working with vendors to order supplies and reviewing and signing contracts for grave markers.

PHYSICAL DEMAND LEVEL*: Light to Very heavy

EQUIVALENT MET LEVEL*: up to 9+ METs

(1 MET = O_2 consumption at rest)

QUALIFICATIONS:

ESSENTIAL JOB REQUIREMENTS

PERCENT OF SHIFT*

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 1. Manages and supervises General Laborer I and II positions | 67-100% |
| 2. Assists General Laborer I and General Laborer II positions in performing their job duties as needed (i.e. plowing/snow removal, set up and take down of grave sites, preparing grave sites and placing grave stones, general maintenance of cemetery grounds, set up and take down for memorial services in mausoleum, communicate with families and funeral directors, janitorial/basic maintenance of mausoleum, entombments, lettering/marketing stone fronts of crypts and mark/dig cemetery grave sites (based on skill level) | Up to 100% |
| 3. Order supplies for cemetery | 10% |
| 4. Review and sign contracts for grave markers | 10% |

NONESSENTIAL JOB REQUIREMENTS

- | | |
|----------------------------------------------|------------|
| 1. Other miscellaneous job tasks as assigned | Up to 100% |
|----------------------------------------------|------------|

PHYSICAL REQUIREMENTS

LIFTING/CARRYING

<u>OBJECT</u>	<u>WEIGHT</u>	<u>FREQUENCY*</u>	<u>DESCRIPTION</u>
Fiberglass boards	Up to 47 pounds	Occasional; approximately 15 boards per site per person, with up to 3-5 sites per day	Generally handled between ground level, up to 6' into back of pick-up truck. May be carried for up approximately 20'.
Casket hangers	28 pounds	2 per site; 3-5 sites per day	Handled between ground and cart level at 24". May be carried for several feet.
Sling	20 pounds	3-5 times per day, or occasional	Lifted from back of pick-up truck at approximately 40" and hung on vault cart at 5'.
Grave stones	136 pounds (single flush)	Up to 25 times per day	Handled between ground level up to 31". Each stone being handled twice. Stone is lifted from 4" pallet, placed in the back of truck at 31", and then placed on ground at grave site.
	~ 200 pounds (double flush)		Single flush stones handled by one to two people. Double flush stones are handled by two people.

LIFTING/CARRYING (continued)

<u>OBJECT</u>	<u>WEIGHT</u>	<u>FREQUENCY*</u>	<u>DESCRIPTION</u>
Wooden planks	90 pounds	2 per site, with up to 3-5 sites being set up per day. Each plank handled twice.	Lifted from back of pick-up truck at approximately 40", carried 10-20', and then placed at ground level. Reverse performed when removing plank from grave site.
Cremaines	34 pounds (lid), 74 pounds (box)	Approximately 2 per week	Lifted from double pallet height of 8" and placed in the back of truck at approximately 31", and then placed into ground at grave site. May be carried 10-20'.
Tamper	145 pounds	0-40 times per day	Lifted using handle at approximately waist level and maneuvered into bucket of backhoe. Then lifted / maneuvered at same height at grave site. Handled by two people.
Bag of concrete	60 pounds	0-6 bags per day	In forming governmental markers. Lowered from maximum height of 53" to wheelbarrow at 27". May be carried 1-2'.
Emblems	Less than 1 pound up to ~ 5 pounds	Occasional	From shelves at floor to 6' high, and placed onto work surface at 30".
Bags of salt	50 pounds	Occasional	From floor, poured into spreader at approximately 30".
Propane tank	56 pounds	Occasional	From floor (standing on end) to forklift at 46".
Roll of plastic	58 pounds	Occasional	From 4" or higher and placed at 7.5'.
Cases of supplies	Variable, up to 80 pounds	Occasional	Various supplies delivered to cemetery are brought to the vault room. Items are generally handled between floor and ~ 5 feet. Items may be carried ~ 10 feet. Examples include: 22 pounds (silk flowers) handled between floor and ~ 5 feet high shelves. 32 pounds (4-gallon containers of cleaning liquid) handled between floor and ~ 36" high. 80 pounds (plastic crypt front covers) lifted at and placed at preferred height.

LIFTING/CARRYING (continued)

<u>OBJECT</u>	<u>WEIGHT</u>	<u>FREQUENCY*</u>	<u>DESCRIPTION</u>
Stone front for crypt	80 pounds (single, granite) 160 pounds (double, granite)	0-15 times per day	Can be performed while standing on man lift. Lifted at waist height and placed onto floor of man lift; occasionally handled at chest level due to crypt level (i.e. near ceiling level). Double fronts are handled with two people.
Casket with body weight	Up to several hundred pounds	0-5 times per day, or occasional	Each casket lifted to lift. Caskets are lifted with two or more people, depending on the total weight.

PUSHING/PULLING

(Measured by the required force to move the object; not the weight of the object [s])

<u>OBJECT</u>	<u>FORCE</u>	<u>FREQUENCY*</u>	<u>DESCRIPTION</u>
Cart (large, green)	100 pounds to initiate; 40 pounds to sustain	Handled up to 2 times at grave site, at 3-5 grave sites per day	Pulled at preferred height, over varying surfaces including grass, ice, snow, for a distance of up to approximately 25'. Surfaces generally uneven.
Casket in crypt	30 lbs. (on rollers) 120 lbs. (no rollers)	0-5 times per day	May be standing on lift and pushing at approximately waist to chest level for higher crypts. May be squatting/crouched and pushing casket into "A" level crypt. Generally pushed for distance of up to 7 feet.
Casket on church truck or lift	≤ 20 lbs. to initiate; 10 lbs. to sustain	0-5 times per day	Pushed/pulled for a distance of up to several hundred feet at preferred height.

OTHER PHYSICAL REQUIREMENTS

<u>ACTIVITY</u>	<u>FREQUENCY*</u>	<u>DESCRIPTION</u>
Standing	Occasional	On level and uneven surfaces including asphalt, concrete, grass, snow, ice, and mud.
Walking	Occasional, up to approximately 2 miles per day	On level and uneven surfaces including asphalt, concrete, grass, snow, ice, gravel and mud. May walk forward or backward depending on job task.
Sitting	Occasional to frequent	Riding and driving a truck, car or plow; operation of digger or forklift. Completing paperwork.

OTHER PHYSICAL REQUIREMENTS (continued)

<u>ACTIVITY</u>	<u>FREQUENCY*</u>	<u>DESCRIPTION</u>
Bending / Twisting	Occasional	Hitching trailers, placing hangers and slings, placing and moving grave stones, shoveling, pouring concrete, and placing and filling flower vases. In crypts in Mausoleum. Set up of man lift, handling/working at lower crypt fronts, handling and shelving supplies, pushing/maneuvering caskets and handling salt. Also, for general cleaning of mausoleum. Snow removal.
Kneeling	Occasional	Hitching trailers, placing hangers and slings, placing and moving grave stones, shoveling, pouring concrete, and placing and filling flower vases. At and within crypts in Mausoleum and for general cleaning.
Squatting	Occasional	Hitching trailers, placing hangers and slings, placing and moving grave stones, shoveling, pouring concrete, and placing and filling flower vases. At and within crypts in Mausoleum and for general cleaning.
Crouching	Occasional	Hitching trailers, placing hangers and slings, placing and moving grave stones, shoveling, pouring concrete, and placing and filling flower vases. At and within crypts in Mausoleum and for general cleaning.
Crawling	Occasional	Hitching trailers, placing hangers and slings, placing and moving grave stones, pouring concrete, and placing and filling flower vases. At and within crypts in Mausoleum and for general cleaning.
Climbing	Occasional	On/off vehicles, including digger with step height of approximately 24” and climbing out of graves. Stairs onto man lift and second floor supply area, out of Abby, maintenance ladder, and 6’ stepladder.
Balancing	Occasional	On man lift, in bucket of backhoe and ladders.
Reaching Vertically	Occasional	Placing boards in the back of truck, pushing casket at (C) level. Climbing ladders, getting bags from roll in vault room, washing windows, changing overhead florescent light bulbs and changing ceiling tiles.
Reaching Horizontally	Occasional to frequent	Guiding vault covers on hoist, shoveling, operating spreader, driving, operating tamper, placing stones and cremaines, snow removal, pouring concrete, pushing caskets in crypts, mixing concrete, operation of chain saws, lifting salt and concrete and picking up fiberglass boards. Bagging caskets, handling crypt fronts, operating floor scrubber, pushing spreader, operation of overhead crane and lettering crypts.

OTHER PHYSICAL REQUIREMENTS (continued)

<u>ACTIVITY</u>	<u>FREQUENCY*</u>	<u>DESCRIPTION</u>
Handling	Occasional to frequent	Boards, slings, hangers, stones, miscellaneous tools (rakes, shovels, box axes, chainsaws), concrete bags, and salt bags. Handling plastic trays, supplies, crypt fronts, pendant for overhead crane, toolbox, miscellaneous hand tools, chisels, flowers and vases, handles on spreader and snow blower, scrubbers, buckets, mops, brooms, and vacuum cleaners.
Fingering	Occasional	Writing, computer work, using tape and lettering stone crypt fronts.
Hand / Eye Coordination	Occasional to frequent	Driving, placing stones and cremains, operation of chain saws, operation of tamper and pouring concrete and salt. Operation of overhead crane, driving, lettering crypts, writing, operation of forklift, floor scrubber, vacuum cleaner, snow blower and spreader.
Jumping	Occasional	Into vault in 6' deep grave

SENSORY REQUIREMENTS

Near Acuity:	Reading, forklift operation, lettering and writing.
Far Acuity:	Driving cars, trucks, forklift; operation of snow plow; reading markers
Color Vision:	Silk flowers
Depth Perception:	Driving; operation of snow plow, maneuvering vault cart, maneuvering church truck, operating snow blower and floor scrubber.
Hearing:	Radio for communication with colleagues; communication with families and funeral directors, talking on the telephone.
Feeling:	Placing filters in crypts.

ENVIRONMENTAL CONDITIONS

Inside:	Up to 100%
Outside:	Up to 100%
Extreme Heat:	Seasonal-dependent; if working outside.
Extreme Cold:	Seasonal-dependent; if working outside.
Humidity:	Seasonal-dependent; if working outside.
Noise Intensity Level:	Generally quiet, at conversation level. Occasionally loud, due to equipment

operation (i.e. chainsaw, jackhammer)

ENVIRONMENTAL CONDITIONS (continued)

Vibration: Chainsaw, jackhammer and forklift

Proximity to Moving / Mechanical Parts: Chainsaw, backhoe, vehicles, overhead crane, forklift, snow blower, and floor scrubber.

Atmospheric Conditions: Spraying/spreading chemicals and exhaust from forklift

Exposure to Electrical Shock: N/A

Elevated Surfaces: Man lift, bucket of backhoe, crypts, ladders

Exposure to Chemical Hazards: Please see MSDS.

Lighting: Generally work performed during daytime with outdoor lighting under various weather conditions. Limited light within crypts.

Sharp Objects: Axes, rock bar, pitchfork and box cutter

Confined Work Spaces: No OSHA defined.

EQUIPMENT

Safety Equipment: Safety glasses and hearing protection required; gloves

Tools / Other Equipment Used: Vault cart, chainsaw, pole saws, forms, wheelbarrow, truck, sod cutter, shovels, rakes, hoses, pumps, carts, pallets, plows, backhoes, buckets, jackhammer, frost tooth, steamroller, herbicide sprayers, pitchfork, spreaders, heavy duty chains.

Snowblower, snow plow, spreader, forklift, manual hand tools (hammer, chisel, screwdriver, etc.), overhead crane with pendant control, tape, caulk gun, vacuum cleaner, carpet/floor scrubber, crowbar, miscellaneous cleaning supplies/equipment, man lift, frame for crypt lettering, church truck and ladders.

Janet Palmatier, PT, MHS, CHT

Archdiocese of Milwaukee
Catholic Cemeteries

Date

Date

APPENDIX

PHYSICAL DEMAND LEVEL:

Category	Description
Sedentary work	Exerting up to 10 lbs. of force occasionally (up to 1/3 of the time) and / or a negligible force frequently (1/3 to 2/3 of the time) to move objects. May involve walking or standing for brief periods of time.
Light work	Exerting up to 20 lbs. of force occasionally, and / or 10 lbs. of force frequently, and / or a negligible force constantly (more than 2/3 of the time) to move objects. May involve walking or standing to a significant degree.
Medium work	Exerting 20 to 50 lbs. of force occasionally, and / or 10 to 25 lbs. of force frequently, and / or greater than a negligible force up to 10 lbs. constantly to move objects.
Heavy work	Exerting 50 to 100 lbs. of force occasionally, and / or 25 to 50 lbs. of force frequently, and / or 10 to 20 lbs. constantly to move objects.
Very Heavy work	Exerting in excess of 100 lbs. of force occasionally, and / or in excess of 50 lbs. of force frequently, and / or in excess of 20 lbs. constantly to move objects.

EQUIVALENT MET LEVEL:

Metabolic equivalents (METs) are used to compare the energy cost of various activities to the resting state. Various activities can be assigned MET levels to reflect the approximate amount of energy that may be expended performing that activity. Individual variability plays a role in how an activity is accomplished, thus affecting the amount of energy used to perform that activity. MET levels, therefore, should be considered guidelines. The following table provides examples of occupational activities and the approximate amount of energy (or MET):

<u>Activity</u>	<u>METS</u>
Desk work	1.5-2
Housekeeping (heavy: scrubbing, making beds)	3-6
Carrying 80# load	7-8
Shoveling	6-10+

Source: The Rehabilitation Specialist's Handbook, Rothstein JM, Roy SH, Wolf SG. Philadelphia: F.A. Davis Co. 1991.

PERCENT OF SHIFT OR FREQUENCY:

U.S. Department of Labor terminology categorizes the percent of shift an activity is performed using the following categories:

<u>Category</u>	<u>Percent of shift</u>	<u>Minutes per 8 hour shift</u>
Rarely	0 to 1%	0 to 5 minutes
Infrequently	1.25 to 6%	6 to 25 minutes
Occasionally	6.25 to 32%	26 minutes to 2.5 hours
Frequently	32.5 to 65%	2.6 to 5.25 hours

Constantly

65 to 100 %

5.26 to 8 hours

September 2002