

Job Description

POSITION: General Laborer II

DATE: 4/24/08

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: Performs any and all tasks associated with the buildings and grounds of the cemetery, including activities related to 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. Type of work varies day to day due to factors such as time of year/season, number of burials scheduled, etc.

There are 8 cemeteries in the Archdiocese of Milwaukee – Catholic Cemeteries. Generally, there are up to 3 individuals in the capacity of general laborer II at each cemetery.

PHYSICAL DEMAND LEVEL*: Very heavy

EQUIVALENT MET LEVEL*: 9+ METs

(1 MET = O_2 consumption at rest)

QUALIFICATIONS:

ESSENTIAL JOB REQUIREMENTS

PERCENT OF SHIFT*

- | | |
|---|---------|
| 1. Driving trucks, generally within cemetery grounds; may drive outside of cemetery grounds to travel to other sites within Archdiocese; driving/operating snow plows | 34-66% |
| 2. Set up and take down of grave sites for burial services | 34-66% |
| 3. Tamping of grave sites | 34-66% |
| 4. Mixing and pouring concrete for stones and forms | 34-66% |
| 5. Placing stones at grave sites | 34-66% |
| 6. Installing and filling flower vases | 34-66% |
| 7. General cemetery maintenance (i.e. weeding, tree trimming, road repair, etc.) | 67-100% |
| 8. Assist with entombments in Mausoleum | 67-100% |

NON-ESSENTIAL JOB REQUIREMENTS

PERCENT OF SHIFT*

- | | |
|--|------------|
| 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'.

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 waist level to chest level; or squatting /crouched.

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.

OTHER PHYSICAL REQUIREMENTS (continued)

<u>ACTIVITY</u>	<u>FREQUENCY*</u>	<u>DESCRIPTION</u>
Sitting	Occasional to frequent	Riding and driving a truck or plow; operation of digger,
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.
Kneeling	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.
Squatting	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.
Crouching	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.
Crawling	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.
Climbing	Occasional	On/off vehicles, including digger with step height of approximately 24” and climbing out of graves.
Balancing	Occasional	On man lift, in bucket of backhoe.
Reaching Vertically	Occasional	Placing boards in the back of truck, pushing casket at (C) level.
Reaching Horizontally	Occasional to frequent	Guiding vault covers while on chains on hoist, shoveling, operating spreader, driving, operating tamper, placing stones and cremains, snow removal, pouring concrete, pushing caskets in crypts, mixing concrete, operation of chain saws, lifting salt and concrete and picking up fiberglass boards..
Handling	Occasional to frequent	Boards, slings, hangers, stones, miscellaneous tools (rakes, shovels, box axes, chainsaws), concrete bags, and salt bags.
Fingering	Occasional	Writing
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 snow blower and shoveling.
Jumping	Occasional	Into vault in 6’ deep grave

SENSORY REQUIREMENTS

Near Acuity:	Reading
Far Acuity:	Driving; operation of snow plow; reading markers
Color Vision:	N/A
Depth Perception:	Driving; operation of snow plow, maneuvering vault cart
Hearing:	Communication with colleagues with radio
Feeling:	N/A

ENVIRONMENTAL CONDITIONS

Inside:	Up to 100%
Outside:	Up to 100%
Extreme Heat:	Seasonal dependent
Extreme Cold:	Seasonal dependent
Humidity:	Seasonal dependent
Noise Intensity Level:	Generally quiet, at conversation level. Occasionally loud, due to equipment operation (i.e. chainsaw, jackhammer)
Vibration:	Chainsaw and jackhammer
Proximity to Moving / Mechanical Parts:	Chainsaw, backhoe, vehicles
Atmospheric Conditions:	Spraying/spreading chemicals
Exposure to Electrical Shock:	N/A
Elevated Surfaces:	Man lift, bucket of backhoe, crypts
Exposure to Chemical Hazards:	Please see MSDS for job.
Lighting:	Generally work performed during daytime with outdoor lighting under various weather conditions.
Sharp Objects:	Axes, rock bar, pitchfork
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, snow plow, backhoes, buckets, jackhammer, frost tooth, steamroller, herbicide sprayers, pitchfork, spreaders, heavy duty chains and snow blower.

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