

## **GROUNDSKEEPER JOB DESCRIPTION**

### **A. DEFINITIONS**

Under the general supervision of the District Manager or Senior Groundskeeper, performs a variety of skilled and semi-skilled tasks in the operations, maintenance, construction and beautification of Cemetery grounds, buildings and other facilities and equipment; open and closing of grave sites and related work as required.

### **B. DUTIES AND RESPONSIBILITIES**

1. Assists with the opening and closing of graves, setting up and taking down of burial equipment for funeral services, including locating and marking the grave layout. Sets grave markers as necessary.
2. Operates, maintains and conducts minor repairs on all types of mowers, turf maintenance equipment and cemetery operations equipment, including any and all related tools. Ensures all tools are kept in a safe area and maintained at all times.
3. Cleans and performs minor repairs to District buildings and related facilities.
4. Picks up supplies as necessary and receives deliveries.
5. Plants, transplants, removes, fertilizes, waters, cultivates flowers, shrubs and trees. Maintains turf areas.
6. Installs, maintains and repairs irrigation systems.
7. Performs and/or assists with other duties as assigned.
8. Ensures receipt of, and delivery to the Administrative Office, the Disposition Permit before an interment can proceed.
9. All other work related duties as assigned by the District Manager or the Board of Trustees.

### **C. ABILITY TO:**

1. Perform skilled and semi-skilled tasks in the maintenance, construction and beautification of cemetery grounds, buildings and other facilities.
2. Operate, repair and maintain a variety of grounds and cemetery equipment including backhoe loader.
3. Basic knowledge of the characteristics of plant pests, diseases and the techniques used for their control.
4. Lift a minimum of fifty (50) pounds.
5. Read cemetery plot maps, card files and other cemetery records.
6. Understand and carry out oral and written directions.
7. Effectively communicate with the General Public, the District Manager, the Board of Trustees and Staff.
8. Work cooperatively with others and maintain good public relations.

#### **D. REQUIREMENTS**

1. Must be bondable, pass a drug test and possess a valid California Driver's License.
2. Basic knowledge of California Health and Safety Codes in pertaining to Public Cemetery Districts as well as the District Rules, Regulations, Policies and Procedures.
3. Basic grounds equipment operation and maintenance methods and terminology.
4. Basic knowledge of irrigation systems and equipment and the maintenance thereof.
5. Basic knowledge of material, equipment and practices involved in grave layout, opening and closing.
6. Basic knowledge of the methods for maintenance of buildings and grounds, including but not limited to, planting, cultivating and caring for trees, shrubs, flowers and turf.
7. Must possess a high school diploma or equivalent and experience is a plus but not required.