



CEMETERY GROUNDSKEEPER Job Description

October 2014

ACCOUNTABILITY: Reports to Cemetery Superintendent/Manager

**SUPERVISORY
RESPONSIBILITY:** None

FLSA STATUS: Non-exempt

HOURS: Full-time or Part-time

GENERAL SUMMARY: Prepares graves and maintains cemetery grounds, including but not limited to, excavating of graves, burial functions (installing vaults, concrete crypts, and urns), sodding, seeding, fertilizing, monument and marker setting, operating earth moving and lawn care equipment, and cemetery cleanup.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Follows all safety rules and regulations. Brings safety concerns to direct supervisor.
- Responsible for the overall presentation and appearance of the cemetery which includes: mowing grass, pruning shrubs, trimming trees, spreading of pesticide/herbicide, and planting/maintaining landscaping.
- Monitor sprinkler system and all lawn maintenance equipment and conduct or schedule repairs as needed.
- Pressure wash vehicles and equipment as instructed.
- Maintain shop area in a safe and clean manner.
- Cleans mausoleums and statues.
- Works individually or in partnership with another groundskeeper to: properly ensure accuracy of interment and entombment; dig and set up graves; open and close graves, niches, crypts; and sets markers, crypt bars and niche bars.
- Purchase supplies within established procedures.
- Work with supervisor to ensure all record keeping is done within established procedures and with adequate safeguards to ensure accuracy.

- Assist clients with the location of gravesites.

KNOWLEDGE, SKILLS, AND ABILITIES

Education: At least some high school education. High school diploma or equivalent preferred.

Experience: At least six months of grounds keeping or landscaping experience required. Experience with lawn and garden equipment required.

Require: If employee uses the cemetery vehicle, the employee must have a valid driver's license and is subject to a driving history background check for insurance purposes.

Physical Demands: While performing the duties of this job, the employee is regularly required to stand, walk, lift and/or move up to 50 pounds and frequently required to lift and/or move up to 100 pounds. The employee is occasionally required to sit, reach with hands and arms, climb ladders, stoop, kneel crouch, and talk and hear. Employees are required to work onsite Monday – Friday with occasional weekend work when necessary.

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.