

Will be responsible for performing a wide variety of tasks associated with the care of cemetery grounds, facilities, and more. Will work under direct supervision, and may work individually or with a team. Duties are typical grounds maintenance functions found in any large-scale municipal park or garden. Much of the work will be performed with hand tools and as experience allows; equipment operation will be included in duties.

Candidates for this position can expect to receive much of their training on the job. Candidates may/will be subject to background checks and/or drug screenings.

## **GENERAL ACCOUNTABILITIES**

Participates in openings and closings for interments, entombments, inurnments, and disinterment as well as the installation of memorials and markers. Performs grounds and facilities maintenance.

## **SPECIFIC RESPONSIBILITIES**

- Performs openings & closings for burials, entombments and inurnments.
- Sets, installs, and assembles foundations, memorials, and markers.
- Installs outer burial containers.
- Handles and completes work orders from client families as it pertains to individual grave and marker maintenance.
- Responds to and completes requests for service/work orders
- Conducts Interment Verification Procedures.
- Conducts 25 foot radius preparation for burials and ensures the area is clean and neat
- Fills grave, tamps, seeds or sods
- Adheres to all Company safety rules and Universal Precautions.
- Maintains and protects Company assets by performing regular preventive maintenance on machines, equipment and facilities.
- Maintains a clean and orderly work area.
- Cuts Grass and trims around graves and markers and keeping grounds manicured
- Remove temporary markers from gravesites after 60 days and turn in to Kayla.
- Performs all other duties as assigned by management

## **Certification/License:**

- Acceptable driving record and applicable license(s) to operate equipment/vehicles

## **Knowledge, Skills & Abilities:**

- Ability to operate hand-held tools and equipment, including, but not limited to a shovel, pick, rake, sledge hammer, lawn mower, weed trimmer, leaf blower, chain saw and pump
- Ability to operate mechanical equipment including, but not limited to, a dump truck, tractor, utility vehicle, marker trailer, dump trailer, jack hammer, tamper and backhoe
- Ability to accurately use measuring devices (i.e. tape measure, yard stick, etc.)
- Ability to communicate effectively with fellow associates, contractor personnel and client families
- Ability to lift heavy objects up to 30 lbs.
- Ability to work in various adverse weather conditions
- Understands safety and security issues and implications