

## **CEMETERY MAINTENANCE WORKER**

### **Definition**

Under general supervision at the City Cemetery, perform semi-skilled and general maintenance tasks of landscaped areas, assist with cremations, burials; and to do related work as required.

### **Examples of Duties**

Duties include, but are not limited to, the following: Plans, cultivates, waters, mows, trims hedges, lawns, trees, and shrubs in cemetery areas; operates a light tractor, pickup, gang mower, power sweeper and turf equipment; eradicates garden pests and weeds mechanically and chemically; hauls materials by trucks or dump trailer; picks up paper and trash; makes minor repairs to irrigation systems; applies fertilizer and top dress to turf; rakes leaves; operates light mechanical equipment; assists with cemetery sales and services; assists with grave setups; performs masonry work on markers;

*Assists in the following:* Works with funeral directors and the public; arranges for funerals; collects money for burial plots, niches and vases; performs related office work; may assist in the operation of the crematorium; assists in keeping the records of maps of burials; gives directions to public for grave locations; leads and participates in the planting, landscaping and maintenance of grounds; assists in preparing written reports in the absence of the Cemetery Coordinator;

Responsible under the Parks Superintendent for the continued operation of the cemetery on a day-to-day basis.

Must be available for work on weekends and holidays, and after normal working hours as required.

### **Employment Standards**

#### **Experience and Education**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

*Experience:* Two (2) years of experience in groundskeeping or maintenance work.

*Education:* Any combination equivalent to completion of high school.

**Knowledge and Abilities**

*Knowledge of:* Financial arrangements and practices in connection with cemetery; common gardening methods, tools and supplies; practices in planting and cultivating; use of fertilizers; materials and tools used in maintenance; skill in the use of hand tools; physical fitness and endurance to perform required tasks.

*Ability to:* Under direction, learn the operation and routine maintenance of a cemetery which would include techniques of burials, internment's and cremations; deal effectively and sympathetically with bereaved public; establish and maintain effective relationships with others.

**Desirable Qualifications**

California Certified Pest Control Applicator License.

**License(s) and/or Certificate(s)**

Valid California Driver's License is required.