



ARCHDIOCESE OF PORTLAND IN OREGON

POSITION TITLE: Grounds Keeper - Union

Opening Date: 9/15/2020

Closing Date: When Filled

Location of Job: Mt. Calvary & Gethsemani Cemeteries

Location Address: 333 SW Skyline Blvd, Portland, OR 97221 & 11666 SE Stevens Rd, Happy Valley, OR 97086

Position: Full-time

Position Summary: Responsible for all aspects of cemetery maintenance, including assisting with interments. Works in a cooperative, self-directed, team environment. All Archdiocesan Employees represent the Catholic Church, and are expected to conduct themselves according to the goals and mission of the church in performing their work. All Cemeteries employees are expected to employ customer service techniques and a team management approach in conducting their day to day duties. It is essential for all employees to seek input and/or consider the impact on other employees and customers whenever making any decisions or recommendations or taking any actions.

Primary Responsibilities:

- Follows all safety rules and regulations.
- Brings safety concerns to the attention of the Operations Manager, Foreman or Director.
- Maintains all aspects of Cemetery grounds and buildings including mowing, pesticide and herbicide applications, pruning, planter bed maintenance, irrigation system repair, painting, and light custodial work.
- Ensures accuracy of interment and entombment.
- Digs and sets up graves. Opens and closes niches and crypts. Closes graves, crypts, niches and sets markers, crypt bars and niche bars.

- Provides input regarding needed supplies and equipment. Purchases supplies within established procedures and guidelines.
- Responds to work orders generated by office staff.
- Performs a variety of duties related to the operation of the Cemetery as requested.
- Assists customers with location of gravesites.
- Checks office for work orders and digging slips.
- Works cooperatively with other employees to determine day to day assignments.
- Brings areas of concern or issues to the attention of direct supervisor.
- Reports violations of cemetery work regulations and personnel rules to the Operations Manager or Director of Cemeteries.

Required Knowledge, Skills and Abilities: Knowledge of grounds and building maintenance; basic safety practices; interment and grounds maintenance principles and procedures. Skills in grounds maintenance; Operation of: backhoe, tractor, pickup, mowers, and a variety of small equipment related to cemetery maintenance and operation. Ability to work within and create a team atmosphere; interpersonal skills including tact, courtesy and diplomacy; provide input to the Superintendent regarding the operation and maintenance of the Cemetery; train staff not directly supervised in areas of Special Assignments; effectively communicate; develop and maintain effective working relationships; and evaluate problems and institute changes to ensure problems do not recur.

Minimum Qualifications: High school diploma or equivalent. Valid Oregon driver's license. One year of previous grounds keeping and cemetery experience. Spray applicators license preferred and heavy equipment operation experience.

Physical Demands: While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, finger, hear, handle, and lift, crawl, dig, etc. Lifts and moves items up to 100 pounds.

Job Conditions: Work is performed both indoors and outdoors, under continual, tight deadlines. Work is often performed under harsh weather conditions. Relate to patrons with empathy and concern.

Please send resume and cover letter to hr@archdpdx.org to apply.