

**CATHOLIC CEMETERIES ASSOCIATION
ANNOUNCEMENT OF POSITION AVAILABILITY**

**CATHOLIC CEMETERIES ASSOCIATION
POSITION DESCRIPTION**

TITLE: Grounds II

DIVISION: Catholic Cemeteries, Mt Calvary Cemetery

IMMEDIATE SUPERVISOR: Cemetery Supervisor, Foreman or Team Leader

STAFF SUPERVISED: None

STATUS: Non-Exempt - Full Time

WORK CONDITIONS: Lifting of materials not to exceed 80 lbs. Maintenance shop and outdoors as required. May be required to work overtime during peak work periods, Saturdays and holidays.

MAJOR FUNCTIONS AND RESPONSIBILITIES:

Performs specialized duties: including but not limited to operating heavy equipment, irrigation systems, horticulture, burial preparation or other tasks related to cemetery preparation.

QUALIFICATIONS:

A. Education/Work Experience/Skills and Personal Requirements

- High school graduate with working knowledge of landscape maintenance equipment and processes
- Two years' experience in grounds maintenance and/or burial preparation preferred
- Ability to project a professional, sincere and friendly manner at all times
- Ability to work well with staff and supervisors
- Demonstrated sensitivity to a multicultural church
- Operation of some light and heavy equipment

SPECIFIC DUTIES:

1. In work situation and dealing with co-workers and public, adhere to the Mission Statement of the Catholic Cemeteries and follow policies and procedures of the Catholic Cemeteries Association.
2. Maintain buildings, grounds, and equipment under the direction of cemetery supervisor, foreman or team leader.
3. Completes assignments and duties within the procedures established for that job.
4. Maintains equipment/tools used for the grounds keeping and maintenance.
5. Conducts periodic safety and hazard checks on all buildings, grounds, equipment and tools; reports these findings to the cemetery supervisor, foreman or team leader.
6. Will be assigned to assist on burial crew when cemetery needs require.
7. May be called upon, at the discretion of the immediate supervisor, to perform comparable duties of a similar or related nature or to assist in areas where the Catholic Cemeteries needs require.

PAY STEP: 3 (\$27,686.88 + excellent benefits package)

CONTACT: Cemetery Manager, 505-243-0218 or email dmartinez@asfcca.org

POSTING DATE: September, 2020 **CLOSING DATE:** until filled