

CATHOLIC CEMETERIES ASSOCIATION
POSITION DESCRIPTION

TITLE: Groundsperson III

DIVISION: Catholic Cemeteries

IMMEDIATE SUPERVISOR: Cemetery Supervisor, Foreman or Team Leader

STAFF SUPERVISED: None

STATUS: Non-Exempt - Full Time

WORK CONDITIONS: Lifting of materials. (Cement Bags up to 94lbs. Markers 50 – 100lbs.)
Maintenance shop and outdoors as required. May be required to work overtime during peak work periods, Saturdays and holidays. In all weather conditions.

MAJOR FUNCTIONS AND RESPONSIBILITIES:

Prepares and completes sites for burials and dis-interments, completes work orders for placement of memorials and vases; upkeep of graves, crypts and niches; general grounds maintenance as required.

QUALIFICATIONS:

A. Education/Work Experience/Skills and Personal Requirements

- High school graduate with good communications skills.
- A back hoe operator with 300 to 500 hours or more on a back hoe. Digging in a cemetery setting is more complicated than trenching or digging. Requires calculating right size and control as to not hit other nearby burials. Must be aware of water control lines, gas lines and phone lines. Operator should have vast operational skills.
- Knowledge of other heavy equipment
- Knowledge of cemetery mapping system, they must be in the correct location and must always follow instruction while setting up, placing boards to prevent problems in the future.
- A Grounds III position could also become a foreman position. This position is a lead position, in charge of a burial crew, and must be able to make quick on site decisions. Must be able to work well and understand all requests for Office staff.
- Candidate must pass respiratory exam.
- Ability to project a sincere, friendly and professional manner at all times
- Demonstrated sensitivity to a multicultural church
- Knowledge of cemetery operations highly desired
- Knowledge of interments, dis-interments highly desired

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. Responsible for all burials, dis-interments, placement of memorials, vases, emblems, etc., and the upkeep of interment sites.
3. Complete assignments and duties within the procedures established for that job.
4. Maintain buildings, grounds, tools, equipment and or burial sites using specialized skills.
5. Use and maintain equipment/tools used for burials and the general operation of the cemetery.
6. Conduct periodic safety hazard checks on all buildings, equipment, tools and grounds and reports findings to the supervisor, foreman or team leader.
7. Assist families in locating burial sites.
8. Assist in ground maintenance when requested to do so.
9. 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: 4 (\$33,800 + excellent benefits package)
CONTACT: Cemetery Manager, 505-243-0218 or email dmartinez@asfcca.org
POSTING DATE: September, 2020 CLOSING DATE: until filled