CATHOLIC CEMETERIES ASSOCIATION
ANNOUNCEMENT OF POSITION AVAILABILITY

TITLE: Grounds person 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 not to exceed 50 lbs. Maintenance shop and outdoors as required. May be required to work overtime during peak work periods, Saturdays and holidays.

MAJOR FUNCTIONS AND RESPONSIBILITIES:

Prepares and completes sites for burials and disinterments, 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 two years cemetery experience
   - Knowledge and ability to operate a backhoe and other heavy equipment
   - Knowledge of cemetery mapping system
   - Ability to project a sincere, friendly and professional manner at all times
   - Ability to work well with staff and supervisors
   - Demonstrated sensitivity to a multicultural church
   - Knowledge of cemetery operations highly desired
   - Knowledge of interments, disinterments 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, disinterments, 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 ($28,558.40 + excellent benefits package)
CONTACT: Cemetery Supervisor, 505-821-0800 or email rbaca@asfcca.org
POSTING DATE: November 8, 2019  CLOSING DATE: until filled