



## Diocese of Santa Rosa - Catholic Cemeteries GROUNDSKEEPER

Our Catholic cemeteries are looking for full-time Groundskeepers to help round out our grounds team. This important and professional position uses care and respect while performing the burials, entombments and inurnments at the cemetery including the preparation for and clean up after services. You'll enjoy working outside in the elements and serving our families in a calm and peaceful environment. This position is also responsible for trimming and maintaining memorials and monuments on cemetery grounds. Our Groundskeepers are responsible for ensuring the safety and up-keep of the cemetery grounds. Travel to other Diocesan cemeteries is required of this position.

**Title:** Groundskeeper

**Reporting to:** Lead Groundkeeper

**Supervisory Responsibilities:** None

**Status:** Non-Exempt

**Hours/Schedule:** Full-time; 40 hours/week; Monday-Friday 8:00AM-4:30PM

**Benefits:** Uniform reimbursements, Landscaping equipment and training provided, Vacation, Sick, Holidays, Medical, Dental, Vision, Life Insurance, and Retirement

**Starting Pay:** Local competitive wages; Based on experience

### Essential Functions

- Because all diocesan employees represent the Roman Catholic Church, they are expected to conduct themselves according to the goals and mission of the Church in performing their work.
- Sets up graves for interment services, seals vaults, backfills and tamps graves, replaces sod; trims all memorials and monuments on cemetery grounds.
- Sets up tents as necessary; handles and stores dirt sheets and greens.
- Mow, edges, sweeps lawns.
- Removes flowers; cares for vases.
- Prunes, fertilizes and waters the grounds.
- Cares for grass and areas around buildings.
- Raises graves and memorials; levels lawn.
- Cleans automobiles and equipment.
- Driving Cemetery Vehicles and/or equipment.
- Cleans grounds crew shop.
- Gathers and removes trash.
- Acts as funeral attendant; assists priests, patrons and funeral directors as necessary.
- Maintains good personal appearance; conducts self in a manner befitting funerals and respect for the dead.
- Responsible for safe and careful handling of all cemetery property and equipment; makes certain of its proper use and security.
- Makes certain all equipment is clean and stored properly; informs Supervisor of any needed maintenance or repairs to equipment, or buildings.
- Assists with local agencies for issues involving cemetery property.
- Assists in maintaining security of records and keys, gates and alarm system codes, and security codes.
- Groundskeeper in small cemeteries operates backhoe and performs minor maintenance work.

- Must be able to tow equipment between cemeteries.
- Must meet minimum 30, 60, and 90 day bench marks. Such as but not limited to: know to set up for all services (30days), mow lawns/push mower and rider mower (30 days); know how to use all cemetery lifts and open/close for inurnments and entombments (60 days); accrue a minimum of 5 hours of excavator/tractor time (90 days).
- Performs other related duties as assigned.

**Education and Experience**

Any combination of education and experience likely to provide the required knowledge, skills, and abilities, typically:

- Valid Driver’s License, good driving record and automobile insurance.
- High school diploma or equivalent.
- General education sufficient to understand and observe written and oral instructions, directions and safety rules.
- Previous experience in grounds-care helpful.
- Training in lawn maintenance and landscaping including using grounds equipment and excavation safety.

**Knowledge, Skills, and Abilities**

- Understanding, appreciation, and respect for the Catholic Church and its teachings, especially dealing with death and burial practices.
- Application of on-the-job training in procedures and safety practices.
- Basic edging and trimming equipment operation and notifying supervisor of any needed repairs.
- Acquiring necessary skills from on-the-job training.
- Bilingual English/Spanish preferred.
- Complete job on own after initial instruction from Supervisor.
- Write, read, and follow instructions.
- Must work well independently and respectfully as a team member. Must be flexible and adaptable to last minute changes. Variety of experiences in working with the public helpful.
- Must be self-motivating and takes pride in his or her work.
- Ability to maintain confidentiality and professional discretion at all times, including awareness and support of protection of privacy.

**Essential Physical Functions**

- Occasionally lift up to 100 pounds.
- Performs tasks requiring sitting/standing for an extended period of time, squatting, bending, stooping, using a step ladder, and/or walking up and down grass or sod hills.
- Sustain frequent movement of the fingers, wrists, hands and arms.
- Comfortable on a mausoleum lift that raises caskets and personnel 3ft to 25ft in the air.
- Uses landscaping equipment such as an excavator, tractor, backhoe, weed trimmer, lawn mower sit or push, hedge trimmers, etc.

*This job description is provided as a general summary of common duties performed by individuals assigned this job title. It is not all-inclusive, nor is it intended to create a contract, written or implied, between employees and the Diocese of Santa Rosa, nor does it in any way alter the employment-at-will relationship that exists between employees and the Diocese of Santa Rosa. As a condition of employment, all agency employees are expected to perform job duties assigned by agency management even when such duties are not included in their job description.*

Review date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Employee’s Signature: \_\_\_\_\_

(My signature above indicates that I have received a copy of this job description, the contents of which have been discussed with me by my supervisor or a Human Resources Department representative)