

# JOB DESCRIPTION

**CEMETARY: St. Mary's Cemetery**

**POSITION STATUS: F/T**

**POSITION: Cemetery Grounds Manager**

**CATEGORY: Exempt**

**SUPERVISOR: Director of Operations or other manager as may be assigned**

**JOB SUMMARY:** The Cemetery Grounds Manager must be committed to meeting the goals and objectives of Catholic Funeral & Cemetery Services of the Diocese of Sacramento. The Cemetery Grounds Manager is to plan, organize, coordinate and manage the landscape and grounds activities for St. Mary's Cemetery. Additionally, the Cemetery Grounds Manager is responsible for coordinating and supporting a harmonious interaction between the sales and cemetery personnel, as well as forging strong, lasting relationships within the local community and parishes.

## **ESSENTIAL FUNCTIONS:**

The Cemetery Grounds Manager has responsibilities such as selecting, training, supervising and evaluating the performance of the cemetery grounds staff. In doing so, they must always promote good employee relations, utilizing established policies, procedures and practices. Below are the expectations the Cemetery Grounds Manager will be measured by:

- Plan, schedule, direct and supervise cemetery grounds staff and landscape contractor functions at St. Mary's Catholic Cemetery.
- Select, train, supervise and evaluate the performance of cemetery staff.
- Create, implement and maintain plant care programs and grounds maintenance programs.
- Formulate, develop and implement short and long-range plans to improve the efficiency and effectiveness of cemetery operations with the Director of Operations.
- Must know and understand our Union contract. Must be able to work with union employees.
- Assists in maintaining inventory control of graves, crypts and niche locations and products.
- Promote good employee relations, utilizing established policies, procedures and practices.
- Demonstrate conduct in a professional manner to promote a cooperative, service-oriented work environment.
- Oversee cemetery grounds operations to meet or exceed monthly and yearly forecasted budget expectations.
- Conduct regular Safety meetings, review production, contract activity.
- Ensure the integrity of data entered and maintained to reconcile against manual records.
- Communicate with administrators and other Diocesan personnel to coordinate activities, resolve issues and exchange information.
- Provide written and oral responses as required to inquiries or complaints regarding operational matters in such a manner as to protect the Church's integrity and good public image.
- Assure compliance with legal and safety requirements, department policies and Church directives related to cemetery operations.
- Work closely with clergy and parish, cemetery and funeral center staffs in scheduling, conducting and supporting all service activity and special events.
- Assure that cemetery buildings and grounds are properly prepared, secured and maintained.
- Initiate requests and recommendations concerning the purchase, repair or replacement of office and grounds equipment.
- Analyze office, grounds activity, revise workflow and operational procedures as appropriate, and manage the staff and event schedules.

**MINIMUM QUALIFICATIONS:**

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

- Accredited Associate of Arts or Science (AA or AS) degree, or equivalent certification and experience.
- 3 to 5 years' experience in customer-service or related fields requiring direct public contact.
- 3 to 5 years of landscape and grounds experience.
- 1-3 years of supervisory experience.

**Skills / Knowledge:** Possess a valid Driver's License and proof of insurance. Possess or has the ability to obtain a State of California pesticide applicators license or certificate. Possess knowledge of Organization's policies and procedures. Interpersonal skills including tact, patience and diplomacy. Knowledge of modern office methods and technologies. Possess good oral and written communication skills as well as good interpersonal skills. Must be able to work a flexible schedule. Some weekend and evening work required. Position involves sitting, standing and/or walking. Requires ability to regularly exert up to 50 pounds of force to lift or move objects. Physical agility required moving downward and/or forward by bending legs and spine. Physical ability to sustain movements especially of the fingers, wrists, hands or arms. Ability to express or exchange information by means of the spoken word. Able to work in a team-oriented environment, handle multiple assignments consecutively and prioritize workload.

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EMPLOYEE SIGNATURE

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DATE

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SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE