

Cemetery Grounds Foreman

Catholic Funeral and Cemetery Services

Job Description

The Cemetery Grounds Foreman is responsible to supervise the grounds crew and maintain cemetery grounds and prepares graves, grave areas including and not limited to grave excavation; burial functions (opening/closing for interments, entombments, inurnments, disinterment); lawn sodding, seeding, fertilizing; monument and marker setting; manual and mechanical earth moving and lawn care equipment operation; cemetery cleanup.

Position Components

Requisites

- Reports to the Cemetery Manager and/or Director of Operations
- Operate hand-held tools and equipment including but not limited to a shovel, pick, rake, sledge hammer, lawn mower, weed trimmer, leaf blower, chain saw and pump
- Operate mechanical equipment including and not limited to a dump truck, tractor, utility vehicle, marker trailer, dump trailer, jack hammer, tamper and backhoe
- Use accurately measuring devices (i.e. tape measure, yard stick, etc.)
- Communicate effectively with fellow workers, contractor personnel and client families
- Lift heavy objects up to 30 lbs.
- Minimum six months' experience operating standard cemetery equipment
- Certification / license: Acceptable driving record and applicable license(s) to operate equipment /vehicles
- High School degree or equivalent

Job Duties

- Perform opening & closing for burials, entombments and inurnments
- Supervise groundscrew and perform safety meetings.
- Set, installs and assemble foundations, memorials, and markers
- Install outer burial containers
- Handle and complete Client Family work orders that pertain to individual grave and marker maintenance
- Respond to and complete service request work orders
- Perform interment verification procedures
- Prepares the 25-foot burial radius area to ensure clean and well-ordered
- Fill grave, tamps, grounds vegetation
- Maintain a clean and orderly work area
- Pressure washes vehicles and equipment as requested
- Perform other ground duties as assigned by Management

Rules & Regulations

- Follow all Company safety rules
- Bring safety concerns to the direct supervisor
- Maintain and protect Company assets by performing regular preventive maintenance including machines, equipment and facilities

Cemetery Grounds foreman

Signature

Date

Location General Manager

Signature

Date