

## **Job Description**

**Position:** Cemetery Grounds Crew

**Position Status:** Full-Time

**Schedule:** varies; Weekdays and some Weekends as needed

**Category:** Non-Exempt

**Pay Range:** \$19.55-21.73 per hour

**Supervisor:** Reports to the Cemetery Grounds Working Foreman

### ***Job Description***

The Cemetery Grounds Crew maintains 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.

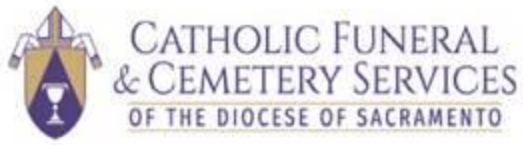
### ***Position Components***

#### ***Requisites***

- ☐ Reports to the Cemetery Grounds Working Foreman
- ☐ 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
- ☐ 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