

MAJOR FUNCTION

This is routine and skilled work maintaining the grounds of cemeteries and assisting in coordinating cemetery activities by performing contact work with the public. Work involves skill in the operation of equipment to fill gravesites and to move tombstones when necessary. Work is performed under the direction of the Supervisor-Cemeteries.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Operates a backhoe to load sand into truck and to haul sand to gravesites. Operates a backhoe to lift tombstones back in place when feasible. Operates a truck. Fills and water packs sunken or eroding graves, operating a backhoe and/or shoveling dirt. Sods cemetery grounds where necessary. Rids gravesites of ant beds or other pests as required. Assists in marking off burial sites for gravediggers, makes sure that they dig in the correct location. Assists with disinterment. Assists in meeting the family of the deceased to show the location of the burial plot. Assists in surveying cemetery grounds to identify the location of spaces. Assists in maintaining appropriate records. Assists in ensuring that contractors hired to mow the grass of cemeteries are fulfilling their obligation. Removes flowers and other debris as necessary. Assists in maintaining cemetery equipment. Performs related work as required.

Other Important Duties

Assists in selling burial plots. Acts in the supervisor's absence. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of the operating and maintenance requirements of equipment operated and the occupational hazards and necessary safety precautions in the operation of this equipment. Knowledge of traffic laws and other regulations governing the operation of equipment used. Knowledge of materials, equipment, methods and practices essential to the maintenance, repair, improvement and operation of cemetery grounds. Ability to maintain records. Ability to maintain effective working relationships as necessitated by the work. Ability to communicate effectively with members of the public during normal course of business and under difficult emotional situations. Skill in the operation of equipment required to execute job assignments.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and one year of experience that includes the operation and maintenance of light trucks or similar equipment. Related work experience may be substituted on a year-for-year basis for the required education.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment.

Established: 04-17-90

Revised: 04-19-04*

04-30-08*

11-02-09*