

# Cemetery Groundsman

## Catholic Funeral and Cemetery Services

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### ***Job Description***

The Cemetery Groundsman 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
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Cemetery Groundsman

Signature  
Date

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Location General Manager

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Signature  
Date

Rev. 7/28/16

