

Tulare Public Cemetery

Assistant Grounds Supervisor – Cemetery Job Description

(Updated January 1 2024)

Job Title:	Assistant Grounds Supervisor - Cemetery
Status:	Non-Exempt
Full or Part Time:	Full Time with Benefits after completion of 90 day probation period
Work Days/Hours:	Monday – Friday (sometimes Saturdays)
Shift Hours:	6am-3pm and 7am-4pm (hours may vary) Overtime may also be required
Overtime required:	Yes, which may include weekends and holidays
Salary Range Starting -	\$22.25 up to \$28.49 (wage range based on years of service at TPCD)
Requirements:	
	Valid Class "C" Drivers License & DMV printout (insurance purpose) Good Driving History
	Complete Background Investigation
	Pre-Employment - Must take and Pass Alcohol, Drug and/or Controlled Substance Testing, Physical and Pre-Placement Screenings

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Assistant Grounds Supervisor: This Assistant Grounds Supervisor reports and serves under direction of the Grounds Supervisor and District Manager.

Classification Summary: The Cemetery Assistant Grounds Supervisor assists in managing and actively participates in the maintenance and internment services of the cemetery. This position is responsible for Assisting in the supervision of cemetery Groundskeepers and Internment crew.

The job requires knowledge of grounds maintenance skills, irrigation system maintenance and repair, building trade skills and general understanding of methods of operation of the funeral industry. The position requires the ability to work and interact with persons under extreme emotional duress. The position requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other organizations, and the general public.

Along with duties set for the Assistant Grounds Supervisor, this position will also be required to do the duties of the Groundskeepers as described in the job description as needed to maintain the grounds and services to our highest standards the cemetery requires.

Essential Duties and Responsibilities: (illustrative only and may vary by assignment)

Assists Grounds Supervisor in the management of the maintenance and internment operations of the cemetery facilities. Ensures all burials and related procedures are completed accurately and on schedule, meeting the needs of the public and the requirements of the cemetery procedures and California Health and Safety Codes. Answers questions and provides information and directions to visitors including persons under emotional stress.

Assist with planning, organizing, directing, and controlling, the activities of the District's maintenance and cemetery operations including internments, inspection of building and grounds, irrigation systems; enforces safety regulations.

Assist in directing and performing grounds maintenance including planting and maintaining landscaped areas, mowing, fertilizing, pest and weed control. Stay in compliance with holding any required certifications for pesticides to be able to spray the grounds. Also, keep UpToDate required training and certification as set fourth by the policies and procedures of the cemetery and State and Local agencies. Directs and performs maintenance and repair work in the cemetery facilities and equipment.

Assists with directing and performing in-house small construction projects and ensures projects are complete and meet with minimum standards.

Maintains detailed records, documentation, and logs of cemetery maintenance activities, grounds maintenance and equipment. Assists monument companies and/or supervises groundskeepers in installing and aligning grave markers. Prepares periodic reports, as needed.

Assists Grounds Supervisor and District Manager with Grounds Crew training and schedules Reports to Grounds Supervisor and District Manager issues with employees, including safety concerns and possible discipline of employees. Assists Grounds Supervisor and District Manager in maintaining updated documentation for grounds crew. Also, responsible for policy guidance and interpretation, to crew along with addressing complaints and resolving problems.

Assist with monitoring spending to ensure that cemetery stays in compliance with budget. Assist with seeking out bids for budgeted equipment purchases or projects.

Assists with directing operation of and operates all equipment in the Cemetery including, but not limited to, motor vehicles, excavator, loader, backhoe, soil compactor, spray rig, lowering devices and more. Operates hand and power tools. Maintains, services and repairs equipment and tools. Is directly responsible for the supervision and training of the grounds crew in maintenance of cleaning and repairs of equipment and completing maintenance on equipment as suggested by manufacture.

Monitors changes in laws, regulations, and technology that may affect the District operations and reports to the Grounds Supervisor and District Manager of those changes or updates; implements policy and procedural changes as required. Contributes to the overall quality of service to the public by reviewing and implementing policies and procedures to meet legal

requirements and District needs. Represents the District in meetings with members of the Board of Trustees, various government agencies, developers, contractors, business and industrial groups, training and the public. Assist with developing and implementing goals, objectives, policies, procedures and work standards.

Classification Requirements:

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Methods, techniques and objectives of cemetery maintenance, including general knowledge of standard funeral industry practices;
- Grounds maintenance skills, including but not limited to, mowing planting weeding, pruning, irrigation, fertilization, turf and/or pest and weed control;
- Maintenance and grounds keeping equipment and tool maintenance and repair methods;
- Employee supervision, training, evaluation;
- Municipal budget methods, techniques and objectives;
- Preparation of maintenance records and logs;
- Methods, techniques, and objectives of long-and short-term planning and implementation;
- Methods and techniques of interacting with persons under severe emotional duress;
- State, local, and other applicable safety and health codes and regulations with emphasis on applications to cemetery operations;
- Building trade skills including but not limited to plumbing, mechanical, painting, and concrete;
- Federal regulations and District policies regarding safe work practices relating to use of equipment, power tools, ladders grounds keeping equipment, and repair and maintenance materials;
- State, local, and other applicable building, safety, and health codes and regulations;

Skill and Ability to:

- Assists in supervising and directing the maintenance of interment operations of the cemetery facilities;
- Maintain a professional demeanor at all times including when dealing with persons under emotional stress;
- Assist with training and supervising and evaluate the work of full-time, part-time and seasonal employees and report to Grounds Supervisor of quality of employees performance while under his supervision
- Operate standard office equipment and personal computer, including programs and applications specific to the duties;
- Prepare and maintain detailed documents, records and logs;
- Read and comprehend maps, diagrams, and property descriptions;
- Prepare and implement short and long-range plans;

Operate equipment including, but not limited to motor vehicles, excavator, loader, backhoe, bucket, and soil compactor;

- Open and close graves;
- Direct the maintenance and repair of plumbing, irrigation, mechanical and related operating systems;
- Operate and maintain power equipment, including but not limited to, grounds keeping and turf equipment, chain saw, riding and walking behind mowers and sprayers, tractor, and all related grounds maintenance equipment;
- Operate hand tools;
- Operate, adjust, and monitor automated sprinkler control systems;
- Read and interpret technical manuals, blueprints, and diagrams;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in timely fashion; understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with Districts policies and procedures with regard for personal safety and that of other employees and the public.

Acceptable Experience, Training, Licenses and/or Certifications

- High school diploma or GED; and
- Two (2) to three (3) years of general maintenance & grounds experience (cemetery groundskeeping is preferred)

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

Physical Requirements

While performing the duties of the this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, climb ladders, work at heights, and in confined spaces. The job requires hand/finger dexterity to handle materials, manipulate tools, and reach with hands and arms. The job requires operation of job-related equipment and driving a vehicle. The employee must occasionally lift and/or move up to 150 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Below is the Job Description for GroundsKeeper I and II that will also be Assistant Grounds Supervisors responsibilities along with the Groundscrew on a day to day basis. These are also the duties that you will be assisting in supervising and overseeing.

GroundsKeeper I/II

Work, Unit Overview: The cemetery grounds maintenance department is responsible for the upkeep and maintenance of the grounds, buildings and structures within the area that they are assigned to

administer. The Groundskeeper ensures the areas of responsibility are clean, safe and aesthetically pleasing according to established principles and practices. Must be emotionally suited to work with the nature of the cemetery business and grieving families.

Demonstrate Core Values of Excellence, Trust, Care and growth in performing all aspects of position. Maintain a positive work environment by behaving and communicating in a manner so that you get along with families, co-workers and management.

Job Summary: The Groundskeeper is responsible for providing grounds maintenance at the assigned area within the County to ensure that grounds are attractive and safe by performing a variety of grounds maintenance operations effectively. Duties include preparing grounds for the events and other purposes the grounds are designated for by performing manual labor and semi-skilled work associated with maintain lawns, fields, flowerbeds, shrubs, trees and other general landscaping work to ensure that County grounds and facilities are maintained safely and efficiently.

Essential Functions (Major Duties or Responsibilities): These duties are the essential functions and are not all inclusive of all duties that the incumbent performs.

Design, plant and maintain flower beds and areas for trees and shrubs within assigned grounds to ensure that grounds are safe, effectively maintained and aesthetically pleasing. This includes pruning, trimming, weeding and shaping as needed and ensuring that proper watering techniques and feeding/fertilizing schedules are effectively maintaining the healthy growth flowers, shrubs, trees, lawn etc. Establish new gardens and refurbish existing gardens accordingly.

Maintain lawn areas with tractor, industrial mower, riding mower, pushing mower, string trimmers, weed eaters, edger's and related power equipment to ensure assigned lawn areas are attractive and groomed according to established landscaping practices.

Aerate mulch, fertilize and seed lawns according to established procedures and product instructions to ensure proper growth and avoid unwanted weed or insect infestations. This includes reading instructions and complying with all applicable laws when applying seeds, fertilizers, pesticides, insecticides and keeping accurate records of application dates and procedures followed.

Identify insect, disease or environmental problems on turf, flowers, shrubs and trees in order to plan programs for fertilizer, pesticide and other chemical applications to ensure healthy development and forestall death and disease.

Rake and blow leaves, collect and remove trash and debris using rakes, power blowers and by hand to ensure County grounds have a well-maintained appearance to members of the public. This includes sweeping sidewalks, parking lots, steps, headstones and walkways as needed and removing trash and recyclables from designated containers and disposing into the big trash bins. Also, respond to emergency clean-ups and repairs.

Maintain and operate grounds maintenance equipment by performing a variety of preventative maintenance, cleaning, minor corrective repair, oiling, sharpening and related activities to ensure equipment performs optimally and minimize down time. This also includes maintaining and repairing irrigation systems, performing light maintenance and repair on vehicles and appropriately maintaining all hand tools.

Performing applicable cemetery duties before, during and after a funeral to ensure activities take place safely and according to applicable procedures. Prepare, open and close sites for the interment of

human cremains. Prepare site for scheduled interment services and remove and properly store all items after completion of interment services. This may also include fencing off areas for crowd control and keeping records of activities and the requisite supplies and equipment needed

Assist on occasion with carrying a casket, urn or other container containing human cremains from the vehicle delivering said container to the interment site. Transporting burial vaults and liners within the cemetery and installing and setting them at the proper interment sites

Operate Company vehicles to transport material to and from job sites safely and effectively according to laws and department procedures. This includes collecting and delivering supplies/ equipment, transporting trash, brush, clippings and recyclables to facilities and related tasks.

Maintain clean and safe public areas by installing and conduction routine maintenance of signs; reporting vandalism and hazards to proper authorities and supervisors. This includes removing graffiti, cleaning headstones, maintaining and repairing fencing and performing all related activities that contribute to creating a clean, safe and healthy environment for the public.

Remove deadfall, storm damage, brush, and dead trees using chain saw and other power equipment as needed. Repair areas damaged by machinery or weather conditions.

Remove all flowers, flower vases and other remembrance items from interment sites pursuant to the Districts established schedule of removal of such items

Drive to and from locations outside the cemetery to pick up or deliver items or persons related to official District business

Perform other tasks as may be assigned by the District Manager from time to time on a as-needed basis.

Assist in building maintenance, repair and renovations, and special construction projects as needed in preparing activities on designed grounds.

Custodial – Keep break room clean and sanitized, Clean all bathrooms and sanitize. Inside building/office sweep, mop, clean as needed or asked to do so by Manager.

Physical Demands and Working Conditions: The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.

- Frequently required to climb on ladders and walk over uneven terrain to operate grounds equipment and remove trash, clippings, etc.
- Required to squat, stoop, and kneel to operate and repair equipment and to climb into trucks and onto other equipment.
- Must be able to lift and move supplies weighing up to 100lbs.
- Work outside in varying weather conditions Cold and Extreme Heat and areas with loud noise.
- Exposure to equipment where risk exists of getting burned, bruised or scraped and to environmental allergens such as grass, weeds and pollens
- Contact with oil and petroleum products. Exposure to solvents, pesticides and herbicides. Exposure to gases and fumes.

Reasoning Ability: Use good common sense by evaluating the situation and reviewing available alternatives to solve work problems. Deal tactfully, compassionately and courteously with District staff and public at all times. Ability to solve practical problems and deal with a variety of situations.

Will be required to interpret cemetery plot maps: show public plots and assist with location of graves/niches; assist families with all types of provided service arrangements.

GroundsKeeper II – Will be responsible to perform all the previously listed duties along with preparing grave for interments. Experience with and Use of with backhoe, tractor, dump truck and other equipment as needed to complete the opening and closing of the grave. Also responsible for Entombments in the Columbarium. Knowledge and understanding of process of interments and entombments and required documents needed to follow all the Health and Safety Code requirements to perform service.

The above duties are neither intended to be an all-inclusive list of duties and responsibilities for this position nor are they intended to be a listing of prerequisite skills and abilities. The purpose of this job description is to describe the general nature of the position.

New Applicants Only - Print, Sign and Date that you have received a copy of the job description that will pertain to your position if hired. This may change at any time and you will receive a updated copy if employed.

I agree I have received and read the current Job Description for Grounds Keeper I – updated January 1, 2024 (4 total pages) and understand what job duties are required to meet the needs of this position.

Print

Sign

Date

Current Tulare Public Cemetery District Employee - If you are currently employed please print, sign and date this updated copy of your current job description as it pertains to your current position.

I agree I have received and read the my current Job Description for Grounds Keeper I – updated January 1, 2024 (4 total pages) and understand what job duties are required to meet the needs of this position. I also agree and understand that these duties may be changed at any time or I may be promoted to the next level position and I will then receive a new or updated job description as it will pertain to my position at that given time.

Print

Sign

Date