

# Tulare Public Cemetery District

## *Groundskeeper I Cemetery Job Description*

*(updated January 1, 2024)*

<b>Job Title:</b>	<b>Groundskeeper I</b>
<b>Status:</b>	<b>Non-Exempt</b>
<b>Full or Part Time:</b>	<b>Full Time with Benefits after completion of 90 day probation period</b>
<b>Work Days/Hours:</b>	<b>Monday – Friday (possibly weekends as needed)</b>
<b>Shift Hours:</b>	<b>6am-3pm and 7am-4pm (rotate of shifts) (Shift hours can vary)</b>
<b>Overtime required:</b>	<b>Yes, which may include weekends and holidays</b>
<b>Salary Range Starting Hourly-</b>	<b>\$17.00 up to \$21.77 (wage range based on years of service at TPCD)</b>
<b>Requirements:</b>	
	<b>Valid Class “C” Drivers License &amp; DMV printout (insurance purpose) Good Driving History</b>
	<b>Complete Background Investigation</b>
	<b>Pre-Employment - Must take and Pass Alcohol, Drug and/or Controlled Substance Testing, Physical and Pre-Placement Screenings</b>

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.

**Work, Unit Overview:** The Cemetery 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.

Responsible to report to immediate supervisor of any concerns or problems with any tools or equipment. Responsible while performing job duties to use tools and equipment in a safe manner with the correct protective equipment needed to complete the job.

Will be responsible to perform all the previously listed duties along with preparing grave for interments. 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.

