

JOB DESCRIPTION

Diocese of Orange, **Cemeteries**

Date Prepared: April 9, 2021

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Date Revised:

Approved By:

Approved By:

POSITION TITLE: Grounds Worker I

JOB CLASSIFICATION: Non-Exempt

DEPARTMENT: Cemeteries

REPORTS TO: Cemetery Supervisor and Manager

SUPERVISORY RESPONSIBILITY: None

INTERNAL/EXTERNAL CONTACTS:

- Cemetery Management, Staff, Administrators, Family Service Counselors, Priests, Parishes, Pastoral Center Staff
- Visitors, Vendors, Mortuaries, Security Personnel

SUMMARY OVERVIEW:

Grounds Workers represent the Roman Catholic Bishop of Orange and are expected to conduct themselves according to the goals and mission of the Church. Their primary responsibility is performing interments and assisting in the Christian Funeral Rite of Committal and burial including maintaining the cemetery grounds and facilities with respect and decorum.

ESSENTIAL FUNCTIONS:

Primary duties and responsibilities include:

1. Observe safe working practices at all times
2. Follow Interment Procedures as written and trained, copy attached
3. Ability to properly seal vault lids, operate casket, and vault lowering devices.
4. Apply casket protectors, sealing and ventilating crypts.
5. Promptly report any observed lapses, errors, or safety concerns to Supervisor or Manager
6. Ability to read cemetery maps and find grave locations
7. Set up, break down, and relocate tent frames and canopies
8. Inspect tools and equipment used daily for safe operating condition, proper maintenance
9. Check motorized equipment used daily for proper maintenance including fluid and pressure levels, refill if needed

10. Participate in Safety Training
11. Assist visitors with questions and concerns, refer to Supervisor or Office when appropriate
12. Treat coworkers and visitors with respect at all times
13. Effectively communicate with coworkers and supervisors verbally or with radios
14. Properly install and reinstall Memorials, Plaques, and Flower Vases
15. Perform cemetery maintenance tasks such as mowing, trimming, hedging and leveling
16. Available to work weekends, overtime, and selected holidays.
17. Performs other work related tasks.

NON-ESSENTIAL FUNCTIONS:

1. Tractor Skip Loader development
2. Utility Vehicle development
3. Mausoleum Casket Lift development
4. General Cemetery Operations development

QUALIFICATIONS & EXPERIENCE:

REQUIRED:

- Possess and maintain a valid CA Driver's License and current Auto Insurance
- Basic knowledge of landscaping, irrigation, building and grounds maintenance
- Ability to understand safety training and follow compliance with established Safety Progr
- History of maintaining effective and respectful working relationships
- Minimum of one year of landscaping experience

DESIRED:

- Bilingual English/Spanish
- Equipment operation experience
- Advanced skills such as equipment repair/maintenance, welding, irrigation

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

<p>Typical Working Conditions:</p>	<p>Generally outdoors with exposure to various and extreme weather conditions. Often working around heavy equipment and excavations. May work in confined spaces Work may deal with a high level of emotion from visitors.</p>
<p>Equipment Used:</p>	<ul style="list-style-type: none"> • Mowers, Trimmers, Blowers, Sod Cutter • Vault and Casket Lowering Devices, Lid Placers, Mausoleum Lift • Fuel Pumps, Dispensers, and Filling containers • Utility Vehicles, Pickup Trucks, Family Transports, Carts, Vans • Air Compressor • Grinder, Drill Press

	<ul style="list-style-type: none">• Various Hand Tools
Essential Physical Tasks:	<ul style="list-style-type: none">• The job is frequently expected to lift, carry, push or pull objects weighing more than 100 lbs. without the assistance of mobile, powered equipment and at heights.• Physical effort requiring manual dexterity is required (i.e. between 75% and 90% of time on the job).• Physical work pace and/or exertion bring on an occasional amount of physical fatigue.