

Elsinore Valley Cemetery District Job Description

Job Details	
Job Title	Foreman (Working)
Reports To	District Manager
Salary Grade	\$29.00 - \$33.00
FLSA Status	Non-Exempt Equal Opportunity Employer
Effective	January 2022

Summary
<i>Describes the major purpose of this position and its role in the district and/or organization.</i>
Coordinates interment services with cemetery staff. Processes all necessary paperwork and works directly with the District Manager. Provides daily coordination and direction to groundsmen and performs all Groundskeeper duties in the upkeep and maintenance of the cemetery grounds and interment services.

Essential Functions
<i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the duties and responsibilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i>
Duties and Responsibilities
<ol style="list-style-type: none"> 1. Works directly with the District Manager in regards, to the daily operations of the cemetery grounds. 2. Answers questions from the District Manager regarding delegated grounds projects. 3. Arranges and coordinates weekly interment services with office staff and groundsmen. 4. Coordinates, trains, and directs Groundskeepers in performing daily tasks and assignments. 5. Coordinates with office and ensures interment permits are received prior to unloading decedent. 6. Prepares interment site by verifying proper location, day and time, coordinates delivery of vaults, equipment, and supplies, using a backhoe opens and closes interment site, sets-up interment site with chairs, traffic control and assists with service set-up. 7. Performs minor cemetery irrigation repairs as needed and/or coordinates irrigation repairs with District's irrigation groundskeeper. 8. May investigate incidents on cemetery property. Prepares and maintains accurate incident reports. 9. Assumes the supervision of the grounds for the District Manager in her/his absence. 10. Supervises Work Release and Highpoint participants. 11. Adhere to District policy and procedures and California Health & Safety Codes. 12. May be required to perform other related duties as assigned by management. 13. Performs all Groundskeeper duties such as mowing, trimming, edging, watering, headstone installation, completing maintenance work orders, etc.



Elsinore Valley Cemetery District Job Description

Job Requirements

Requirements for the satisfactory performance of each task.

Education

Describes the minimum education and training needed to perform this job.

Required | High School Diploma or GED

Preferred |

Work Experience

Describes the type and minimum years of applicable previous work experience required to perform the job.

Required | Four (4) years previous work experience as a cemetery groundskeeper or the equivalent related experience.

Preferred | At least one (1) year of prior work experiences in a lead capacity

Licenses, Registration or Certification

Licenses, registrations or certifications required to perform this job

Required | Valid California Driver's License

Preferred | California Qualified Applicator Certificate (herbicide)

Supervision / Direction Received

Receives occasional supervision while working toward a definite objective that requires use of a wide range of procedures. Plans, and/or determines specific procedures or equipment required to meet assigned objectives, and solves non-routine problems. Refers only unusual matters to the Cemetery Manager

Supervisory / Lead Responsibilities

Does this position directly supervise others? Yes No

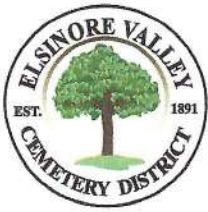
Does this position lead the work of others? Yes No

Job titles of supervised positions: Groundskeeper, Work Release and Highpoint Participants

Physical Factors

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	Continually 6 + Hours	Frequently 3-6 Hours	Occasionally 1-3 Hours	Rarely/Never < 1 Hour
Physical Factors				
Standing		X		
Walking			X	
Sitting		X		
Pushing/Pulling			X	
Climbing				X
Twisting			X	
Stooping/Bending			X	
Kneeling			X	



Elsinore Valley Cemetery District Job Description

Grasping/Gripping			X	
Repetitive Movements				X
Crawling				X
Reaching			X	
Talking			X	
Hearing			X	
Reading			X	
Writing			X	
Filing				X
Typing				X

0 - 25 lbs			X	
25 - 50 lbs			X	
Over 50 lbs			X	

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office working environment			X	
Exposure to dust, fumes, chemicals			X	
Exposure to extreme heat/cold		X		
Exposure to outdoor weather conditions		X		
Exposure to loud noise			X	
Vibration/Impact			X	
Heights				X
Risk of electrical shock				X

Knowledge, Skills and Abilities
Knowledge, skills or abilities needed to successfully accomplish the essential duties of this position

- Knowledge of landscape maintenance and grounds maintenance practices
- Knowledge of state cemetery rules, regulations, and codes
- Knowledge of cemetery operations
- Knowledge of automated irrigation system
- Skill in operating a backhoe, tractor, and dump truck
- Skill in operating and maintaining various grounds maintenance machinery and tools.
- Skill in providing customer service to the public
- Ability to coordinate, guide and train Groundskeepers
- Ability to empathize with the emotional state of others
- See Groundskeeper job description on website: elsinorevalleycemetery.com