



# Elsinore Valley Cemetery District Job Description

Job Details	
<b>Job Title</b>	Groundskeeper I, II
<b>Reports To</b>	Foreman and District Manager
<b>Salary Grade</b>	\$15.00 - \$17.00
<b>FLSA Status</b>	Non-Exempt <span style="float: right;">Equal Opportunity Employer</span>
<b>Effective</b>	January 2022

**Summary**  
*Describes the major purpose of this position and its role in the district and/or organization.*

The Groundskeeper I, II, works under the direct supervision of the Foreman and District Manager and performs tasks associated with the interment of human cremains, routine maintenance of lawns, landscape, hardscape features and equipment including maintenance, regular custodial services for on-site buildings and other on-site facilities, minor repair work, and other related tasks as may be assigned by the District Manager from time to time.

**Essential Functions**  
*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.*

- Duties and Responsibilities**
1. Prepare, open and close sites for the interment of human cremains.
  2. Prepare site for scheduled interment services and remove/properly store all items after completion of interment services.
  3. Assist with carrying a casket, urn or other container containing human cremains from the vehicle delivering said container to the interment site.
  4. Transporting burial vaults and liners within the cemetery and installing and setting them at the proper interment sites.
  5. Set all authorized memorial markers at the proper interment sites.
  6. Performs all groundskeeper duties such as mowing, trimming, edging, watering, headstone installation, completing maintenance work orders, etc.
  7. Clear all cemetery lawns and other landscape areas of debris and unsafe or unauthorized objects.
  8. Remove all flowers, flower vases and other remembrance items from interment sites pursuant to the district's established schedule for removal of such items.
  9. Operate, maintain, and monitor all irrigation systems on a routine and as-needed basis.
  10. Hand water all landscaping as may be deemed necessary to properly maintain the health and aesthetics of the plants and vegetation contained therein.
  11. Prune and trim trees, shrubs and other vegetation on a routine and as-needed basis.
  12. Sweep and maintain all roadways and walkways in the cemetery and clear all roadways and walkways of debris and unsafe and unauthorized objects.
  13. Empty all trash and recyclable receptacles on a routine and as-needed basis.
  14. Perform general janitorial services for office, shop area and restrooms on a routine and as-needed basis to ensure that they remain clean and safe.
  15. Clean, maintain and repair on a routine and as-need basis all equipment, supplies, machinery, and vehicles.
  16. Remove all unauthorized signs, posters, flyers, etc. from the cemetery and remove all graffiti and other unauthorized markings, drawings, and etchings from the surface of any District-owned wall, fence, gate, building, structure, bench, walkway, or any other object within the cemetery.
  17. Apply District-approved insecticides and herbicides to control weeds and pests pursuant to the proper health and safety instructions on a routine and as-needed basis.
  18. Prepare sites for special events and remove and properly store all items after completion of event.
  19. Drive to/from locations outside the cemetery to pick up or deliver items or persons related to official District business.
  20. Perform other tasks as may be assigned by the District Manager from time to time on an as-needed basis.
  21. Adhere to District policy and procedures and California Health & Safety Codes.

**Job Requirements**

*Requirements for the satisfactory performance of each task.*

Must be able to use and operate the following tools, equipment, and machinery in an efficient and safe manner for their common and normal purposes and pursuant to any applicable instructions provided by the manufacturer.

**Tools, Equipment, and Machinery**

Must be able to use and operate the following tools, equipment, and machinery in an efficient and safe manner for their common and normal purposes and pursuant to any applicable instructions provided by the manufacturer.

Weed Wacker	Hedge Trimmer	Backpack Blower	Chainsaw	Zero Turn Mower	Push Mower			
Landscape Rake	Pruners	Drills	Mules	Grinder	Prodder	Loppers	Shovel	Pole Saw
Pickax	Posthole Digger	Sod Cutter	Pressure Washer	Backhoe	Tractor	Hula-Ho	Shop Vac	
Ladder	PVC Pipe Cutters	Wrenches	Sledgehammer	Push Broom	Hand Temper	Staple Gun		
Razor Blades	Circular Saw	Hand Saw	Cleaning Agents	Common Hand tools	Wire Feed Welder			

**Education, Licenses, Registration or Certification**

*The minimum education and training needed includes license, registrations or certifications required to perform this job.*

Required High School Diploma or GED

Required Valid California Driver's License

**Work Experience**

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

Required Two (2) years previous work experience as a cemetery groundskeeper or the equivalent related experience.

Preferred At least one (1) year of prior work experience

**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
<b>Physical Factors</b>				
Standing		X		
Walking			X	
Sitting		X		
Pushing/Pulling			X	
Climbing				X
Twisting			X	
Stooping/Bending			X	
Kneeling			X	
Grasping/Gripping			X	
Repetitive Movements				X
Crawling				X
Reaching			X	
Hearing			X	
Reading			X	
Writing			X	
0 - 25 lbs			X	

25 - 50 lbs			X	
Over 50 lbs			X	
<b>WORK ENVIRONMENT</b>				
<i>The 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.</i>				
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
<b>KNOWLEDGE, SKILLS AND ABILITIES</b>				
<i>Knowledge, skills or abilities needed to successfully accomplish the essential duties of this position</i>				
<ul style="list-style-type: none"> <li>• Knowledge of landscape maintenance and grounds maintenance practices</li> <li>• Knowledge of state cemetery rules, regulations, and codes</li> <li>• Knowledge of cemetery operations</li> <li>• Knowledge of automated irrigation system</li> <li>• Skill in operating a backhoe, tractor, and dump truck</li> <li>• Skill in operating and maintaining various grounds maintenance machinery and tools.</li> <li>• Skill in providing customer service to the public</li> <li>• Ability to empathize with the emotional state of others</li> </ul>				

**Working Conditions.** The working environment may be subject to the following Indoor / Outdoor conditions:

Cold temperatures which sometimes fall below 32 degrees for periods of more than one hour.

Warm temperatures which often raises above 100 degrees for periods of more than hour which can be exacerbated by extremely low humidity and Santa Ana winds.

Sufficient ambient noise caused by motorized tools, equipment and machinery that may require shouting in order to be heard above the ambient noise level.

Oscillating movements of extremities or whole body caused by the vibrations associated with operating motorized tools, equipment, and machinery.

Potentially hazardous conditions due to proximity to moving mechanical parts, moving vehicles, electrical current, and exposure to gasoline, herbicides, pesticides, and other chemicals.