

SOLANO CEMETERY DISTRICT
Cemetery Worker
Job description

Definition: Serves under the direction of the Maintenance Supervisor.

Scope of Position:

General Statement of Duties: To maintain grounds, buildings and engage in cemetery operations to provide burial services.

Tools and Equipment: Utility trucks, riding and push mowers with attachments, lowering devices, impactor, trimmers, air compressors, grinders, hand and power tools, chains, ropes, saws, rakes, etc.

Work Environment: Primarily outdoors, all weather conditions. Handling of fertilizers, cleaners and fuels. Continuously exposed to equipment noise, requires constant walking. Work in close proximity to moving machinery.

Responsibilities and Duties:

The following list is not intended to be all inclusive, as duties will vary depending upon the direction of the Maintenance Supervisor.

- Receive instructions from Supervisor.
- Overtime may be required.
- Operate power mowers and weed cutter as required.
- Maintain water line system. Replace broken lines, faucets, etc.
- Move headstones, lower caskets, backfill graves, landscaping. Place caskets in vault.
- Sharpen mower blades.
- Lubricate equipment.
- Keep area in clean and orderly condition.

Knowledge, Skills, Abilities:

- Working knowledge of the cemetery grounds, maps and public service.
- Ability to accurately use measuring devices.
- Extensive physical exertion in outdoor labor.
- Use close attention when operating the utility vehicle to prevent damage to monuments.
- Assist operator with interments and disinterments.
- Required safety training. Knowledge of MSDS.
- Make general repairs to equipment.
- Perform routine maintenance, involving some variety of detail and make repairs to small equipment.
- Use hand and tradesman's tools and repair and adjust machines and equipment.
- Use close attention in repair and adjustment of machines and equipment and handling materials.
- Moderate care and attention required to prevent damage to light mobile equipment and power tools.
- Ordinary care and attention required to prevent injury to others when operating equipment where others are occasionally exposed.
- Moderate mental or visual application required for performing repairs and adjustments on small equipment.
- Extensive physical exertion in maintenance of cemetery grounds.
- Set and re-set headstones of considerable weight and size. Ability to lift 55 lbs.

Physical Demands:

While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk or hear and use hands. Must climb or balance, stoop, kneel, bend, crouch, crawl or reach with hands and arms.

Minimum Qualifications:

- Communicate and write effectively
- High School diploma, or equivalent
- Possess a valid California Class "C" Driver's License and good driving record
- 3 yrs. Maintenance and Landscaping Experience - cemetery experience preferred
- Knowledge of Computers
- Must have ability to pass pre-employment physical

Seven Step Salary Schedule – Established by the Board of Trustees.

At Will Employment: Solano Cemetery District and its employees each have the right to terminate the employment and relationship with or without cause at any time for any reason in accordance with District Policy