



Orange County Cemetery District Job Description

Job Details	
Job Title	Groundskeeper
Reports To	Leadworker
Salary Grade	\$4,754 - \$6,238
FLSA Status	Non-Exempt
Effective	July 2026

Summary

Describes the major purpose of this position and its role in the department and/or organization.

Responsible for the daily upkeep and maintenance of cemetery grounds using a variety equipment. Provides assistance at interment services and to cemetery visitors.

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. Interment Services: Locates correct interment site and lifts sod; operates backhoe to excavate dirt from interment site; sets up casket lowering devices; interment setup of chairs, flowers/plants, provides parking control, lowers casket/burial container and refills grave with dirt.
2. Mowing Lawns: operates riding mowers for large lawn sections and uses push mowers for small areas.
3. Trimming: Cuts and trims grass around headstones, benches, trees, curbs and edges, etc.
4. General Maintenance: Sets interment site markers (operates backhoe for installing headstones) and flower vases, maintains interment sites, set benches, picks up flowers weekly, plants trees and flowers, prunes bushes and trees, applies herbicide, lays cement borders and repairs and adjusts irrigation as necessary.
5. Assists visitors with interment site locations and maintenance requests
6. Performs minor repair and maintenance on small equipment (i.e., checking fluids, changing parts, etc.)
7. May coordinate and lead the work of community service and general relief workers in the above activities.



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8. May perform miscellaneous cement work (sometimes requiring the operation of a cement mixer) to repair or build curbs, monuments, bench foundations and headstones.
9. May assist in the development of new cemetery sections including the layout of interment spaces and lot markers.
10. May relocate interment sites involving disinterment and re-interment.
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.

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	One (1) year of previous grounds keeping or landscaping related work experience
Preferred	

Licenses, Registration or Certification

Licenses, registrations or certifications required to perform this job

Required	n/a
Preferred	California Qualified Applicator Certificate (herbicide)

Supervision / Direction Received

Typically works on routine regular work assignments and checks with supervisor on non-routine assignments or when in doubt as to the correct procedures to follow.

Supervisory / Lead Responsibilities

Does this position directly supervise others?	☐ Yes	☒ No
Does this position lead others?	☒ Yes	☐ No
Job titles of positions:	Community Service Volunteers and/or General Relief Workers	



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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		
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



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Knowledge, Skills and Abilities

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

- Knowledge of cemetery layout and mapping
- Knowledge of grounds keeping practices and equipment
- Some knowledge in the safe use of herbicides
- Skill in operating heavy machinery (backhoe and/or tractor)
- Skill in using small grounds maintenance machines (i.e., trimmers, mowers, blowers, etc.) and hand held tools
- Skill in providing customer service to public
- Ability to work with others
- Ability to empathize with the emotional state of others