

ORANGE COUNTY CEMETERY DISTRICT

Established: 11/04/87  
Revised: 11/02/88  
Revised: 07/01/99  
Revised: 11/01/05  
Revised: 4/15/11

LEAD WORKER

GROUNDSKEEPER

DEFINITION

Under supervision to perform tasks involved in the interment of human remains; to perform general unskilled and semi-skilled grounds maintenance, landscape, gardening and facility maintenance and repair work; and to do other work as required.

CLASS CHARACTERISTICS

*Groundskeeper*

Incumbents in this class are responsible for the opening and closing of graves and the performance of general maintenance duties.

*Lead Worker*

Incumbents in this class perform all the duties of a Groundskeeper and in the absence of the Cemetery Manager, and as necessary, perform the duties of the Cemetery Manager.

EXAMPLES OF DUTIES

1. Opens and closes interment locations using power and/or hand tools.
2. Performs general groundskeeping work such as planting, fertilizing, trimming and pruning shrubs and trees; mows, edges and waters lawn areas; rakes, sweeps and picks up rubbish, flowers and containers.
3. Operates power equipment such as mowers, edgers, trimmers, blowers, sweepers, chain saws, tractors, backhoes, and trucks.
4. Maintains power equipment and tools; cleans, oils and sharpens clippers, mowers and other equipment; assists in making minor repairs to tools and equipment.
5. Performs general grounds maintenance work such as collecting trash, removing tree stumps, installing and repairing sprinkler systems and performing concrete work when setting markers.
6. Clean and perform minor maintenance for the offices, restrooms and shop area.

MINIMUM QUALIFICATIONS

Any combination of training and experience which provides the knowledge and experience listed below.

Groundskeeper

General Knowledge of:

Cemetery equipment, groundskeeping and landscape management.

Ability to:

Lift up to 70 lbs.

Recognize diseased plants.

Maintain and make minor repairs to power equipment and garden tools.

Perform heavy manual work.

Follow oral and written instructions.

Learn to operate hand and power tools and equipment.

Lead Worker

In addition to the minimum qualifications of a Groundskeeper, the following are required:

General knowledge of and experience:

Three to five years of experience as a groundskeeper.

Computer system operations and data entry.

Cemetery rules, regulations and operational procedures.

Ability to:

Direct and supervise the work of others, including full-time staff, community service and temporary employees.

Read, write and add in order to maintain written records.

Follow directions, routine schedules, rules, regulations and policies.

Read and interpret maps for interment locations.

Sell interment locations, schedule services, collect money, issue computer based receipts and make deposits.

Act on behalf of the Cemetery Manager in his absence.

Carry weekend emergency phone and respond to calls as necessary.