



Orange County Cemetery District

Job Description

Job Details	
Job Title	Leadworker
Reports To	Cemetery Manager
Salary Grade	\$6,395-\$8,391
FLSA Status	Non-Exempt
Effective	July 2026

Summary

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

Coordinates interment services with families, funeral homes, mortuaries and cemetery staff. Processes all necessary paperwork. Provides daily coordination and direction to Groundskeepers and performs all Groundskeeper duties in the upkeep and maintenance of the cemetery grounds and services.

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. Arranges interment services with families, providing cemetery information, scheduling services, pricing, and options. Collects payment and issues receipts.
2. Answers questions about cemetery services from the public.
3. Coordinates interments with Funeral Directors and mortuaries and ensures interment permits are received and completed correctly.
4. Coordinates, trains and directs Groundskeepers in performing daily tasks and assignments.
5. Performs all Groundskeeper duties such as mowing, trimming, edging, watering, headstone installation, completing maintenance work orders, etc.
6. Prepares interment site by verifying proper location, day and time, coordinates delivery of vaults and liners, using a backhoe opens and closes interment site, sets-up interment site with chairs, canopy, traffic control and assists with placement of casket.
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



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9. Assumes the duties of the Cemetery Manager in his absence.
10. Supervises community services volunteers and general relief workers.
11. Enters data and performs queries in cemetery computer system.
12. Adhere to District policy and procedures and California Health & Safety Codes.
13. 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	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	n/a
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 Community Service and 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 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
- Skill in operating and maintaining various grounds maintenance machinery and tools.
- Skill in providing customer service to the public
- Skill in operating a computer and applications
- Ability to coordinate, guide and train Groundskeepers
- Ability to empathize with the emotional state of others