

GROUNDSKEEPER

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for performing routine grounds maintenance activities. Most tasks performed require physical strength and are performed primarily outdoors often under adverse conditions. Work includes the operation of a variety of light automotive equipment incidental to normal assignments, and the performance of routine maintenance or custodial work during periods when not actually engaged in grounds keeping activities. Work is performed under general supervision, receiving specific instructions for new or unusual assignments. Work involves planning and scheduling activities at Soule Cemetery, including meeting the public, selecting grave sites, building grave foundations and coordinating funerals with funeral home directors.

TYPICAL WORK ACTIVITIES:

Mows, rakes and cuts grass;

Plants, trims, and cares for trees, shrubs and flowers;

Keeps grounds free of litter;

Marks and lays out graves, foundations and grave markers;

Leads and participates in work related to cemetery oversight, including but not limited to cemetery and building maintenance, grave sales, grave openings and genealogy searches;

Sweeps parking lots;

Removes snow, sands or salts, walks, pathways, steps, parking lots, and driveways in season;

Operates truck mounted snow plows and other snow and ice removal equipment;

Operates and may perform simple maintenance on a variety of light automotive equipment including trucks, tractors, mowers rollers and other machinery;

Performs a variety of routine maintenance and custodial work during periods when not actually engaged in grounds keeping activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the principles, practices, materials, and equipment used in grounds maintenance and cemetery activities;

Working knowledge of cleaning methods, materials and equipment;

Ability to follow routine oral and written instructions;

Ability to establish and maintain effective working relationships with others;

Ability to perform routine manual work;

Ability to meet the public at the cemetery during grave purchases;

Ability to update and maintain burial records and plot locations;

Thorough knowledge of cemetery layout, grave locations and burial sections of Soule Cemetery;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None

Revised- CSC meeting 1/12/2015