



Orange County Cemetery District Job Description

Job Details	
Job Title	Irrigation Specialist
Reports To	Cemetery Manager/General Manager
Salary Grade	\$3,988-\$5,233
FLSA Status	Non-Exempt
Effective	July 2016

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 irrigation system and grounds using variety equipment. Serves as the District's automated irrigation specialist for all cemeteries. Monitors water efficiency program. Oversees the maintenance and operation of the groundwater wells, pump stations and motor operators.

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. Diagnosis, repair, replace and install irrigation systems and components, including controllers, wiring and connections, mainlines, control valves, master valves and pressure regulators.
2. Through the Central Irrigation computers, monitors water usage, programs control system, enters data and prepares irrigation reports.
3. Investigates and correct irrigation problems reported by the groundskeepers and public.
4. Monitors condition of turf, trees and plants and makes irrigation adjustments as needed. Performs periodic site assessment to determine coverage and equipment operation.
5. Operates wire and voltage locator equipment and locates underground wiring problems. Operates remote control equipment/programs to check and adjust irrigation system.
6. Monitor District pump stations, wells and electrical control equipment and coordinate preventative maintenance. Logs water usage and scheduled maintenance checks.
7. When available, may mow lawns: operates riding mowers for large lawn sections and uses push mowers for small areas.
8. When available will perform trimming operations; Cuts and trims grass around headstones, benches, trees, curbs and edges, etc.



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9. Operates a variety of small equipment including saws, mowers and backhoes.
10. May assist when available on interment services: locates and lifts sod; operates backhoe to excavate dirt from interment site; sets up casket lowering devices; graveside setup of chairs, flowers/plants, provides parking control, lowers casket/burial container, etc.
11. Purchase supplies, materials and equipment and maintains paper and electronic inventory and records
12. May assist in the development of new cemetery sections including the layout of interment spaces and lot markers.
13. Must adhere to District policy and procedures, safety manual and California Health & Safety Codes.
14. 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	Some education received at a community college or specialized irrigation programs.

Work Experience

Describes the type and minimum years of applicable previous work experience required to perform the job.

Required	Two (2) years of previous grounds keeping or landscaping related work experience with at least one year operating and maintaining an automated irrigations system, which includes a central irrigation computer.
Preferred	California Qualified Applicator Certificate (herbicide)

Licenses, Registration or Certification

Licenses, registrations or certifications required to perform this job

Required	Class C Driver's License
Preferred	Automated Irrigation Equipment Certification and California Qualified Applicator Cert.

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.



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Supervisory /Lead Responsibilities	
Does this position directly supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does this position lead others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Job titles of positions:	Community Service Volunteers and/or General Relief Workers

Physical Factors				
<i>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.</i>				
	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				
<i>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.</i>				
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 Irrigation system design and specifications and functionality
- Knowledge of grounds keeping practices and equipment
- Knowledge of groundwater well and pump operations and maintenance schedules
- Some knowledge in the safe use of herbicides
- Skill in monitoring and programming an automated irrigation system
- Skill in installing, repairing, maintaining and troubleshooting an automated irrigation system
- 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 unsupervised and travel between three locations
- Ability to work with others and under the direction of all cemetery managers and General Manager
- Ability to empathize with the emotional state of others