

ORANGE COUNTY CEMETERY DISTRICT

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

LEAD WORKER

GROUNDSKEEPER

DEFINITION

Under supervision to perform tasks involved in the burial 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 supervisor, and as necessary, perform the duties of the supervisor.

EXAMPLES OF DUTIES

1. Opens and closes graves 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 grave 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:

Ability to:

Direct the work of others.

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

Sell gravesites, schedule funerals, collect money, and write receipts.