

## **JOB DESCRIPTION**

### **CALVARY CEMETERY**

Job Title:	Seasonal Landscaping/Grounds
Department:	Grounds Maintenance
Reports To:	Calvary Cemetery Supervisor
FLSA Status:	Non-Exempt
Prepared By:	Mary Rasch
Prepared Date:	4/10/2017
Revised Date:	
Work Schedule:	20-35 Hours Per Week

### **SUMMARY**

Maintain cemetery grounds using hand/power tools or equipment. Workers typically perform a variety of tasks, which may include any combination of the following: mowing, trimming, raking watering, pruning, weeding and digging.

### **CONTEXT**

This position supports the work and mission of Calvary Cemetery, a Catholic Institution.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Mow or trim lawns using power mowers and trimmers
2. Use hand tools such as shovels, rakes, pruning tools, saws, axes, hedge or brush trimmers to maintain landscape
3. Water lawns, trees or plants using portable sprinkler systems, hoses or watering cans
4. Perform other general grounds maintenance duties as necessary for the upkeep of cemetery appearance
5. Satisfactorily complete all necessary training for the position

### **GENERAL RESPONSIBILITIES**

Maintain a current level of knowledge and skills required to effectively serve in this position.

### **SUPERVISORY RESPONSIBILITIES**

Not responsible for any immediate supervision of employees.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE**

- 1. Incumbent must be at least 18 years of age in order to operate tractors, riding mowers and other moving equipment.
- 2. Must have the ability to lift up to 50 pounds.

**LANGUAGE SKILLS**

Must have the ability to read and interpret documents such as safety rules, operating and maintenance instruction and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate effectively with others.

**OTHER EXPERIENCE/SKILLS**

- 1. Gardening experience preferred.

**CERTIFICATES, LICENSES**

There are no certificates or licenses required for this position.

**PHYSICAL DEMANDS**

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 these essential functions. While performing the duties of this job, the employee is required to stand, walk, sit, use hands to feel objects with tools or controls, reach with hands and arms, talk, and hear. The employee must lift and/or move objects up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The environment is a traditional cemetery with predominantly outdoor work. Employee may experience extreme weather conditions. While performing the duties of this job, the employee is exposed to high noise levels in the work environment.

**ACKNOWLEDGEMENT**

I have read and understand this explanation and job description. This job description is subject to change at any time.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_