

JOB DESCRIPTION

Diocese of Orange, **Cemeteries**

POSITION TITLE: **Grounds Supervisor**

JOB CLASSIFICATION: Non-Exempt

DEPARTMENT: Cemeteries

REPORTS TO: Cemetery Manager

Pay Range: \$30.00 to \$35.00 hourly

SUPERVISORY RESPONSIBILITY: Assistant Supervisor, Grounds Specialist, Grounds Worker II, Grounds Worker I

INTERNAL/EXTERNAL CONTACTS:

- Cemetery Directors, Management, Staff, Administrators, Family Service Counselors, Priests, Parishes, Pastoral Center Staff
- Visitors, Vendors, Suppliers, Mortuaries, Department of Health, Banks, Security Personnel, Risk Management, Government Inspectors

SUMMARY OVERVIEW:

Grounds Supervisors represent the Roman Catholic Bishop of Orange and are expected to conduct themselves according to the goals and mission of the Church. Their general responsibility is overseeing the entire grounds operations, primarily interments and assisting in the Christian Funeral Rite of Committal, including maintaining the cemetery grounds and facilities with respect and decorum.

ESSENTIAL FUNCTIONS:

Primary duty and responsibility is to oversee entire grounds operations, acquisition and use of resources, supervise, and assist grounds staff to safely and effectively perform all of the Essential Functions of the Grounds Workers, Grounds Specialists.

Additionally, the Grounds Supervisors objectives;

1. Safety training is current and in practice at all areas of operations
2. Staff works at a sufficient pace to meet productivity standards
3. Quality of work performed consistently meets stated and trained standards
4. Effective department leadership for staff by;
 - a. Staff performance expectations are established and maintained
 - b. Clear written job procedures are maintained

- c. Constructive feedback and positive recognition is provided
 - d. Corrective action is promptly taken when required
 - e. Meaningful and timely performance reviews are performed
 - f. Ongoing training and skill development is provided
5. Diocesan Cemetery etiquette standards are observed at all times
 6. Uniform policy is followed at all times
 7. Responsible for adhering to Interment Procedures as written and trained, copy attached
 8. Assist or oversee Dis-interments as assigned
 9. Ability to properly seal vault lids, operate casket, and vault lowering devices.
 10. Operate mausoleum lift, apply casket protectors, sealing and ventilating crypts.
 11. Promptly report any observed lapses, errors, or safety concerns to Manager
 12. Ability to read cemetery maps and find grave locations
 13. Responsible to accurately measure, locate and mark interment site for opening
 14. Set up, break down, and relocate tent frames and canopies
 15. Thorough knowledge of Cemeteries Rules and Regulations
 16. Inspect tools and equipment used daily for safe operating condition, proper maintenance
 17. Check motorized equipment used daily for proper maintenance including fluid and pressure levels, refill if needed
 18. Responsible for Safety Training
 19. Assist visitors with questions and concerns, refer to Manager or Office when appropriate
 20. Treat coworkers and visitors with respect at all times
 21. Effectively communicate with coworkers and administration verbally or with radios
 22. Properly install and reinstall Memorials, Plaques, and Flower Vases
 23. Perform cemetery maintenance tasks such as mowing, trimming, hedging and leveling
 24. Available to work weekends, overtime, and selected holidays.
 25. Performs other work related tasks.
 26. Exhibit operational proficiency, training, and certification with more complex equipment such as Tractor Backhoe, Welding, Irrigation systems, their applications, installation and repairs.
 27. Exhibit good mechanical skills and ability to perform minor to major equipment repairs

NON-ESSENTIAL FUNCTIONS

QUALIFICATIONS & EXPERIENCE:

REQUIRED:

- Possess and maintain a valid CA Driver's License and current Auto Insurance
- Acquired higher knowledge of landscaping, irrigation, building and grounds maintenance
- Minimum of five years active and effective experience or equivalent as an Assistant Grounds Supervisor, Grounds Specialist, or Grounds Worker II

- Ability to perform safety training and compliance with established Safety Program
- History of maintaining effective and respectful working relationships
- Bilingual English/Spanish

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

<p>Typical Working Conditions:</p>	<p>Generally outdoors with exposure to various and extreme weather conditions.</p> <p>Often working around heavy equipment and excavations. May work in confined spaces Work may deal with a high level of emotion from visitors.</p>
<p>Equipment Used:</p>	<ul style="list-style-type: none"> • Mowers, Trimmers, Blowers, Sod Cutter • Vault and Casket Lowering Devices, Lid Placers, Mausoleum Lift • Fuel Pumps, Dispensers, and Filling containers • Utility Vehicles, Pickup Trucks, Family Transports, Carts, Vans • Tractor SkipLoader • Tractor Backhoe • Air Compressor • Grinder, Drill Press • Welders • Various Hand Tools • Irrigation Controllers and valves
<p>Essential Physical Tasks:</p>	<ul style="list-style-type: none"> • Assignments frequently involve lifting, carrying, pushing or pulling objects weighing more than 100 lbs. without the assistance of mobile, powered equipment and at heights of up to 12 feet • Physical effort requiring manual dexterity is required (i.e. between 75% and 90% of time on the job). • Physical work pace and/or exertion bring on an occasional amount of physical fatigue • Any candidates that receive a conditional job offer will be required to complete a fitness for duty examination to ensure that they are fit to carry out the duties of this role.