



Groundskeeper

SALARY RANGE
\$11.50 - \$15.00 Hourly

Non Exempt

2904.01 FUNCTION/AUTHORITY/RESPONSIBILITY:

Under direct or general supervision to perform tasks involved in the interment of human remains; to perform a variety of work in the operation, construction, modification, maintenance and repair of Cemetery infrastructure, including Cemetery facilities and buildings, sidewalks, asphalt pavement, crack seal application, concrete repair, landscapes, irrigation systems and controllers, and weed abatement; provides assistance with set up and removal of equipment and facilities for burials; uses and operates a variety of manual and power tools and light to heavy power driven equipment; and performs related work as required.

2904.01.1 This is an entry-level to fully experienced-level position. Initially under close supervision, incumbents with basic maintenance experience learn Cemetery infrastructure, systems and facilities, use of tools and equipment and a wide variety of practices and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Work is usually supervised while in progress and fits an established structure or pattern. Performance of the full range of duties as assigned, working independently and exercising good judgement and initiative is imperative. Exceptions or changes in procedures are explained in detail as they arise to ensure that the Cemetery operations, infrastructure, and facilities are maintained in a safe and effective working condition. Exercises no direct supervision over staff.

2904.02 WORK ENVIRONMENT:

2904.02.1 Must possess mobility to work in the field; strength, stamina and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle; ability to read printed materials and a computer screen; ability to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operation areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above mentioned tools and equipment. Employees must bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 100 pounds, or heavier weights with assistance and/or with the use of proper equipment.

2904.02.2 Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing Cemetery policies and procedures.

Reviewed and Adopted
1/19/2017

2904.02.3 May be required to work various shifts or emergencies; City wide or natural disaster emergencies.

2904.03 ESSENTIAL DUTIES: Examples of important and essential duties under direct or general supervision of the Foreman/General Manager or assigned supervisor are:

- A.** Performs construction, maintenance and repair to ensure safe and efficient access for the public, including District facilities and buildings, open spaces, landscapes and equipment, irrigation systems and controllers, and weed abatement.
- B.** Performs turf maintenance duties, including watering, mowing, weeding, trimming, aerating, renovation and fertilizing turf.
- C.** Performs shrub and flower bed maintenance, including planting, watering, fertilizing, and maintaining landscaped areas such as bushes, trees, flowers, and shrubs; performs weed abatement.
- D.** Trims and prunes bushes, trees and shrubs to provide clearance for sidewalks and signs, as well as to ensure the continued health of the bush, tree or shrub.
- E.** Removes fallen trees, stumps, fallen limbs, and related debris resulting from storm damage and general conditions.
- F.** Performs a variety of duties in the maintenance and repair of the irrigation system; changes and adjusts heads; maintains controllers; designs modifications to and performs irrigation system installation and maintenance projects.
- G.** Maintains Cemetery equipment and facilities; installs and repairs fences, trail fences and related equipment and facilities; inspects Cemetery for hazardous objects to ensure the safety of the public.
- H.** Paints buildings and other facilities; removes graffiti.
- I.** Rakes leaves and clears debris from walks, fields, and other facilities; picks up trash.
- J.** Cleans and maintains restrooms; stocks restrooms with necessary supplies; repairs toilets, urinals and faucets.
- K.** Performs various basic maintenance tasks related to right-of-ways and parking lots.
- L.** Assists in the set-up and removal of equipment and facilities needed for burials.
- M.** Operates and maintains specialized vehicles and a variety of light, medium and heavy equipment related to the construction, maintenance and repair of the Cemetery.

- N. Operates a variety of hand and power tools and equipment related to work assignments as instructed.
- O. Observes safe work methods and makes appropriate use of related safety equipment as required.
- P. Maintains public facilities, shop and garage areas, storage, storage sites, and other work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Q. Installs street barricades and cones and controls traffic around work sites and burials to ensure safe conditions for the general public and Cemetery staff.
- R. Provides needed information and demonstrations concerning how to perform certain work tasks to new employees.
- S. Maintains accurate logs and records of work performed and materials and equipment used.
- T. Enforces the rules and regulations of the District.
- U. Responds to after-hour emergencies.
- V. Attendance and punctuality that is observant of scheduled hours on a regular basis.
- W. Performs related duties as assigned.

2904.4 EMPLOYMENT STANDARDS AND QUALIFICATIONS.

A. KNOWLEDGE OF:

1. Basic maintenance principles, practices, tools, and materials for maintaining and repairing Cemetery infrastructure, facilities and systems.
2. The operation and minor maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment.
3. Safety equipment and practices related to the work.
4. Safe driving rules and practices.
5. Basic mathematics.
6. English usage, spelling, vocabulary, grammar, and punctuation.
7. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and Cemetery staff.

B. ABILITY TO:

1. Perform basic construction, modification, maintenance, and repair work on Cemetery, Cemetery facilities and buildings, open spaces, recreation trails, landscapes, irrigation systems and controllers, and weed abatement.
2. Troubleshoot maintenance problems and determine materials and supplies required for repair.
3. Make accurate arithmetic calculations.
4. Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light to heavy equipment maintenance.
5. Perform routine equipment maintenance.
6. Maintain accurate logs, records, and basic written reports of work performed.
7. Read and maintain cemetery maps and other cemetery records.
8. Understand and follow oral and written instructions.
9. Use English effectively to communicate in person, over the telephone or radio, and in writing.
10. Organize own work, set priorities, and meet critical time deadlines.
11. Follow District policies and procedures related to assigned duties.
12. Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
13. Use tact, initiative, prudence and independent judgment within general policy, procedural, and legal guidelines.
14. Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

2904.5 EMPLOYMENT QUALIFICATIONS:

Any combination of training and experience in construction, maintenance, and/or repair of Cemetery and/or related facilities which provide the knowledge listed above.

Equivalent to the completion of the 12th grade.

Use English effectively to communicate in person, over the telephone or radio, and in writing.

Valid California class C driver's license with satisfactory driving record.

Applicants will be evaluated on the basis of relevant training and experience. All appointments are subject to the successful completion of a post-offer pre-employment physical examination that includes a drug screening. Applicants will be required to submit verification of the legal right to work in the United States.