

Non Exempt

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## **2903.01 FUNCTION/AUTHORITY/RESPONSIBILITY:**

Under direct or general supervision to perform tasks involved in the interment of human remains, leads, and participates in the more complex and difficult work of a crew responsible for providing Cemetery operation and maintenance, repair; may oversee the work of lower-level grounds staff on a day-to-day basis; performs routine to complex maintenance and repair work, including Cemetery operations, Cemetery facilities and buildings, landscapes, irrigation systems and controllers, and weed abatement; provides assistance with set-up and removal of equipment and oversees the operations for burials; skillfully operates heavy equipment; performs a variety of technical tasks; and performs related work as required.

**2903.01.1** Incumbents in this class perform all the duties of a Groundskeeper, and assignments are more varied, and are performed with greater independence. Maintenance Worker 1 positions are normally filled after gaining knowledge, skill, experience, and after demonstrating the ability to perform work of a higher level in Cemetery operations, infrastructure, systems, and facilities. Responsibilities include performing a wide variety of tasks related to the operations of a Cemetery, including technical and functional supervision to lower-level staff, participating in training, leading, and the digging and set up of burials.

## **2903.02 WORK ENVIRONMENT:**

**2903.02.1** 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.

**2903.02.2** 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.

**2903.02.3** May be required to work various shifts or emergencies; City wide or natural disaster emergencies.

**2903.03 ESSENTIAL DUTIES:** Examples of important and essential duties under direct or general supervision of the Foreman or assigned supervisor are:

- A.** Performs technical and functional guidance to assigned Cemetery maintenance staff; participates in performing routine to complex and specialized Cemetery maintenance and repair work.
- B.** Oversees and conducts maintenance and repair work in consultation with the assigned supervisor and communicates status of repairs; works cooperatively to schedule repairs in accordance with established and special operational priorities; instructs lower-level staff in work procedures.
- C.** Trains lower-level staff in work methods, wise use of tools and equipment, and relevant safety precautions.
- D.** Inspects Cemetery infrastructure, facilities, systems, and appurtenances for maintenance needs and recommends appropriate actions.
- E.** Participates in the costs of construction and maintenance work, supplies, equipment, and materials; orders supplies and equipment for work projects; maintains records of purchases.
- F.** Inspects and evaluates work in progress and upon completion to assure that repairs, maintenance and project activities are performed in accordance with District standards and specifications.
- G.** Performs a wide variety of maintenance, repair, and installation work in the Cemetery infrastructure, systems and facilities to which assigned, including Cemetery operations, Cemetery facilities and buildings, open spaces, recreation trails, landscapes, irrigation systems and controllers, and weed abatement.
- H.** Assists in overseeing, and personally participating in all Cemetery maintenance programs.
- I.** Performs the skilled operation of specialized construction and maintenance, light to heavy vehicles and equipment.
- J.** Observes safe work methods and makes appropriate use of related safety equipment as required; participates in safety training, including, but not limited to, heat illness training. Remains alert to unsafe practices, conditions and/or equipment, and reports any such issues accordingly. Assists in weekly safety meetings, and is knowledgeable of OSHA rules and regulations.
- K.** Responds to requests and inquiries from the public and answers questions or refers to the Foreman or General Manager, as necessary.
- L.** Performs minor adjustments on service equipment; maintains tools and equipment in working order.

**M.** Maintains accurate records and logs of daily activities. Performs financial arrangements necessary for the selling of gravesites and scheduling of burials. Oversees interments, enforces the rules and regulations of the District.

**N.** Responds to and performs emergency repairs and other emergency services as necessary.

**O.** Attendance and punctuality that is observant of scheduled hours on a regular basis.

**P.** Performs other duties as assigned.

#### **2903.4 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. Applicable Federal, State, and local laws, ordinances, regulations, and guidelines, Health and Safety Code governing Cemeteries relevant to assigned duties.
3. The operation and minor maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment.
4. Safety equipment and practices related to the work, including the handling of hazardous chemicals.
5. Safe driving rules and practices.
6. Financial arrangements necessary for the selling of grave sites and scheduling of burials.
7. Practices and procedures of cemetery operations, including grave layout, opening and closing.
8. Basic mathematics.
9. English usage, spelling, vocabulary, grammar, and punctuation.
10. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and Cemetery staff.

##### **B. ABILITY TO:**

1. Operate and oversee staff in activities of maintenance and repair.
2. Inspect the work of staff and maintain established quality control standards.

3. Practice safe work procedures.
4. Identify and implement effective course of action to complete assigned work.
5. Oversee and participate in maintenance and related projects in the assigned area(s).
6. Perform construction, modification, maintenance and repair work on assigned Cemetery infrastructure, facilities, systems, and/or appurtenances.
7. Operate specialized construction and maintenance, light to heavy vehicles and equipment.
8. Set up and operate construction zones, including cones, barricades, and flagging.
9. Troubleshoot maintenance problems and determine materials and supplies required for repair.
10. Read and maintain cemetery maps and other cemetery records.
11. Safely and effectively use and operate hand tools, mechanical equipment, power tools and equipment required for the work.
12. Perform routine equipment maintenance.
13. Maintain accurate logs, records and basic written records of work performed.
14. Follow District policies and procedures related to assigned duties.
15. Act on behalf of the Foreman in his/her absence.
16. Give, as well as understand and follow, oral and written instructions.
17. Make accurate arithmetic calculations.
18. Organize own work, set priorities, and meet critical time deadlines.
19. Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.
20. Use English effectively to communicate in person, over the telephone or radio, and in writing.
21. Use tact, initiative, prudence and independent judgment within general policy, procedural, and legal guidelines.
22. Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**2903.5 EMPLOYMENT QUALIFICATIONS:**

Two years of 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 12<sup>th</sup> 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.