



Foreman

SALARY RANGE
\$28.96 - \$41.71 Hourly
Non-Exempt

2901.01 FUNCTION/AUTHORITY/RESPONSIBILITY:

Under general direction of the General Manager performs tasks involved in the interment of human remains, leads, trains, oversees and participates in the more complex and difficult work of a crew responsible for providing Cemetery operation and maintenance, repair; sets priorities and directs the work of 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 supervises operations for burials; skillfully operates heavy equipment; performs a variety of technical tasks; and performs related work as required.

2901.01.1 This is a fully experienced-level position that performs the most complex duties required to ensure that the Cemetery operations, infrastructure, and facilities are maintained in a safe and effective working condition. Responsibilities include performing a wide variety of tasks related to the operations of a Cemetery, including supervising, training, leading and evaluating the work of staff and is in charge of coordination of burials; evaluating the performance of staff in Cemetery maintenance operations.

2901.02 WORK ENVIRONMENT:

2901.02.1 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.

2901.02.2 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.

2901.02.3 May be required to work various shifts or emergencies; City wide or natural disaster emergencies.

2901.03 ESSENTIAL DUTIES: Examples of important and essential duties under direct supervision of the General Manager are:

- A.** Performs technical and functional supervision to assigned Cemetery maintenance staff; reviews and controls quality of work; assists in completing employee evaluations; participates in performing routine to complex and specialized Cemetery maintenance and repair work.
- B.** Plans, schedules, prioritizes, and assigns maintenance and repair work in consultation with the General Manager and communicates status of repairs; works cooperatively to schedule repairs in accordance with established and special operational priorities; instructs staff in work procedures.
- C.** Trains employees 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; assists in developing work plans, procedures, and schedules.
- E.** Estimates costs of construction and maintenance work, supplies, equipment, and materials; orders supplies and equipment for work projects; maintains records of purchases; assists in developing budget figures for the Cemetery; monitors expenditures.
- 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 coordinating, overseeing, and personally participating in all Cemetery maintenance programs.
- I.** Trains, instructs, supervises and maintains records of workers in the mixing, application and safe use of pesticides and herbicides; calibrates spraying equipment; recognizes various plant diseases and applies corrective measures.
- J.** Performs the skilled operation of specialized construction and maintenance, light to heavy vehicles and equipment.
- K.** Observes safe work methods and makes appropriate use of related safety equipment as required; coordinates and 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. Holds weekly safety meetings, and is knowledgeable of OSHA rules and regulations.

- L. Responds to requests and inquiries from the public and answers questions or refers to General Manager, as necessary.
- M. Performs minor adjustments on service equipment; maintains tools and equipment in working order.
- N. Stays current on the status of new and pending regulatory legislation; attends continuing education courses and seminars as required.
- O. Maintains accurate records and logs of daily activities, using appropriate computer software applications. Performs financial arrangements necessary for the selling of gravesites and scheduling of burials. Supervises interments, enforces the rules and regulations of the District.
- P. Responds to and performs emergency repairs and other emergency services as necessary.
- Q. Coordinates schedules and oversees activities and projects for various temporary and/or volunteer workers and groups.
- R. Attendance and punctuality that is observant of scheduled hours on a regular basis.
- S. Performs other duties as assigned.

2901.4 EMPLOYMENT STANDARDS AND QUALIFICATIONS.

A. KNOWLEDGE OF:

1. Basic principles of supervision and training.
2. Basic maintenance principles, practices, tools, and materials for maintaining and repairing Cemetery infrastructure, facilities and systems.
3. Applicable Federal, State, and local laws, ordinances, regulations, and guidelines, Health and Safety Code governing Cemeteries relevant to assigned duties.
4. The operation and minor maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment.
5. Safety equipment and practices related to the work, including the handling of hazardous chemicals.
6. Traffic control procedures.
7. Safe driving rules and practices.

8. Practices and procedures of cemetery operations, including grave layout, opening and closing.
9. Modern office practices, methods, computer equipment and computer applications.
10. Financial Arrangements necessary for the selling of grave sites and scheduling of burials.
11. Basic mathematics.
12. English usage, spelling, vocabulary, grammar, and punctuation.
13. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and Cemetery staff.

B. ABILITY TO:

1. Plan, schedule, assign and oversee staff in activities of maintenance and repair.
2. Inspect the work of staff and maintain established quality control standards.
3. Train staff in proper and 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 interpret construction drawings, blueprints, maps and specifications.
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. Give, as well as understand and follow, oral and written instructions.
16. Make accurate arithmetic calculations.
17. Organize own work, set priorities, and meet critical time deadlines.
18. Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.
19. Use English effectively to communicate in person, over the telephone or radio, and in writing.
20. Use tact, initiative, prudence and independent judgment within general policy, procedural, and legal guidelines.
21. Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

2901.5 EMPLOYMENT QUALIFICATIONS:

Two years of experience in the operation and maintenance of a Cemetery preferred, and/or related facilities, including one year of Supervisory experience.

Equivalent to the completion of the 12th grade.

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.