Albany Diocesan Cemeteries
A Tradition of Faith

GROUNDSKEEPER

JOB DESCRIPTION:

A Groundskeeper performs all field operations, including, but not limited to:

- Layout of graves, markers, and foundations
- Operation of backhoe, trucks, tractors, and small equipment safely and efficiently.
- Routine maintenance of cemetery equipment
- Digging and backfilling graves, preparing for graveside or mausoleum committal services, leading in funeral processions, performing burials or entombments
- Installing markers and constructing foundations
- Keeping work location, shop, and break rooms clean and orderly
- General clean ups, leaf removal, and snow clearing in cemetery
- Other duties as assigned.

GENERAL JOB RESPONSIBILITIES:

The Groundskeeper should be capable or performing the responsibilities, as assigned:

- Perform work assigned by the Foreman, Assistant Operations Manager or Cemetery Manager in accordance with the provisions of the Union contract.
- Perform all field operations in the cemetery including, but not limited to:
  1. Layout of graves and markers.
  2. Safely operate a backhoe and other vehicles and equipment.
  3. Perform day to day routine maintenance of equipment as prescribed by manufacturer's specifications.
  4. Handle and operate all tools and equipment in a safe and proper manner.
  5. Day to day activities, such as, digging and backfilling of graves, setting up graves sites or mausoleum crypts for interment, digging or pouring foundations, setting markers, clean up operations, snow removal, etc.
  6. Conduct or lead funerals to grave sites if necessary.
  7. Be courteous with funeral directors, bereaved families and visitors to the cemetery.
  8. Assist with perspective lot purchases, if required, in the layout of lots and sections in the cemetery for available grave sites.
  9. Keep work location, lunch room, etc. picked up and maintained in an orderly fashion.
  10. Report all accidents, injuries, damage to equipment and/or property, equipment malfunctions, etc. to immediate supervisor.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- High School diploma or equivalent is required
- A valid driver's license and a record of safe operation of motor vehicles is required.

Additional information

Location	Albany Diocesan Cemeteries
Hours of work	7:15- 3:45 Mon-Fri; Frequent Overtime and Weekend Work.
Management? (Yes/No)	No
Exempt/NE status	Non- Exempt
Last date revised	4/12/18

Employee _____ Date _____