

JOB DESCRIPTION:

Title: GROUNDSKEEPER

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 of performing the responsibilities, as assigned:

- 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
- Maintain respect for the teachings and traditions of the Roman Catholic faith
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- High School diploma or an equivalent amount of education and experience is required.
- Reasonable physical requirements
- 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	6/6/22

Employee _____

Date _____