

JOB DESCRIPTION:

Title: GROUNDKEEPER
Reports to: Cemetery Director

JOB RESPONSIBILITIES:

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

KNOWLEDGE, SKILL AND ABILITIES:

- Ability to layout of graves, markers, and foundations
- Ability to operate the backhoe, trucks, tractors, and small equipment safely and efficiently
- Performs routine maintenance of cemetery equipment
- Digging and backfilling graves, preparing for graveside or mausoleum committal services, leading in funeral processions, performing burials or entombments
- Ability to installing markers and constructing foundations
- Keeps work location, shop, and break rooms clean and orderly
- Ability general clean ups, leaf removal, and snow clearing in cemetery
- Maintain respect for the teachings and traditions of the Roman Catholic faith

REQUIRED EDUCATION:

- 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	7:00- 3:30 Mon-Fri; Frequent Overtime and Weekend Work.
Management? (Yes/No)	No
Exempt/NE status	Non-Exempt, Union Employee
Last date revised	3/30/2023

Employee _____ Date _____