

Uintah County

Job Description



Title:	Groundskeeper III	Code:	706-3
Division:	Operations	Effective Date:	1/09
Department:	Cemetery	Last Revised:	1/09
FLSA Cat:	Non-Exempt	Pay Grade:	22

GENERAL PURPOSE

Performs a variety of **advanced level, field maintenance and operations duties** as needed to perform all phases of cemetery operations, i.e., burials, cemetery turf management and beautification, facilities maintenance, construction & repair.

SUPERVISION RECEIVED

Works under close to general supervision of the Cemetery Manager.

SUPERVISION EXERCISED

Provides general supervision to lower level Groundskeepers and seasonal personnel as directed by the Cemetery Manager.

ESSENTIAL FUNCTIONS

Performs various field duties such as mowing and trimming of grass, removal of weeds, pruning and care of trees and shrubs; raises and straightens headstones and markers; raises sunken graves.

Accurately locates proper grave sites, measures and marks site for excavation, Operates backhoe and other equipment, opens graves, closes graves; performs disinterments and reinterments when necessary.

Responds to public questions; assists with funerals by directing processions and coordinating cemetery activities; supervises the work of head stone and vault companies.

Operates a variety of equipment including backhoe, dump truck, lawn mowers, tractors, snow blowers, tamping machines, weed eaters etc.; performs routine maintenance and repair of equipment. Operates equipment to perform maintenance functions as needed.

Performs the installation maintenance and repair program of water sprinkler system for the cemetery; performs mowing and watering of cemetery turf; carries out supplemental irrigation to sustain or force growth; assures operation and maintenance of automated sprinkler systems and water pumps.

Performs seasonal duties such as snow removal, snow plowing, winterizing sprinkler systems to avoid freezing, flushes watering systems in spring, and repairs other equipment and facilities; performs complex sprinkler system repair or installation.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school;
- AND
- B. Three (3) years of experience in the maintenance, upkeep, and beautification of turf, cemeteries, facilities and related environments;
- OR
- C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Advanced knowledge of maintenance equipment such as backhoe, loader, dump truck, mowers, tractor, power overseeders, welder, trimmers, etc.; landscape and sprinkler system design; flow pumps; of hazards and related safety precautions associated with equipment operations; of herbicides, and fungicides, and proper application of the same; of turf and greens management; of interpersonal communication skills.

Skill in the operation of various types of light equipment such as gang mower, front end loader, tractor, backhoe, etc., basic mechanics, basic electrical and plumbing operations, basic carpentry.

Ability to recognize and identify common weeds and pests; recognize and identify diseases common to turf and greenery; effectively apply chemicals for the abatement and eradication of noxious weeds; communicate effectively, verbally and in writing; develop effective working relationships with supervisor, subordinates, and the public.

3. Special Qualifications:

Must possess a valid Commercial Drivers License (CDL).

4. Work Environment:

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing and seeing essential to the performance of the job. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, discriminating thinking. Frequent local travel required in normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
 (Employee)