



Diocese of Reno

Our Mother of Sorrows Catholic Cemetery

Located at: 2700 N. Virginia Street
Mailing: P.O. Box 8505, Reno, Nevada 89507
omos.reno@yahoo.com

(775) 323-0133
Fax: (775) 323-1229

TITLE: CEMETERY GROUNDSMAN

EMPLOYER: DIOCESE OF RENO

SUPERVISED BY: CEMETERY OPERATIONS MANAGER

POSITION SUMMARY

The Cemetery Grounds man maintains cemetery grounds and prepares graves, grave areas including and not limited to grave excavation; burial functions (opening/closing for interments, entombments, inurnments, disinterment); lawn sodding, seeding, fertilizing; monument and marker setting; manual and mechanical earth moving and lawn care equipment operation; cemetery cleanup.

DUTIES AND RESPPNSIBILITIES

- Perform opening & closing for burials, entombments and inurnments
- Set, installs and assemble foundations, memorials, and markers
- Install outer burial containers
- Handle and complete work orders that pertain to individual grave and marker maintenance
- Respond to and complete service request work orders
- Perform interment verification procedures
- Prepares the 25-foot burial radius area to ensure clean and well-ordered
- Fill grave, tamps, ground vegetation
- Maintain a clean and orderly work area
- Pressure washes vehicles and equipment as requested, to include basic maintenance
- Perform other ground duties as assigned by Cemetery Operations Manager

EDUCATION and EXPERIENCE

- High school degree or equivalent
- Minimum six months' experience operating standard cemetery equipment
- Possess a valid Nevada Driver's License and proof of insurance
- Possess acceptable driving record and applicable license(s) to operate equipment/vehicles
- Possess good oral communication skills as well as interpersonal skills

PHYSICAL REQUIREMENTS & ESSENTIAL JOB DUTIES

- Operate hand-held tools and equipment including but not limited to a shovel, pick, rake, sledge hammer, lawn mower, weed trimmer, leaf blower, chain saw and pump
- Operate mechanical equipment including and not limited to a dump truck, tractor, utility vehicle, marker trailer, dump trailer, jack hammer, tamper and backhoe
- Use accurate measuring devices (i.e. tape measure, yard stick, etc.)
- Physical ability to lift heavy objects up to 50 pounds
- Ability to express or exchange information by means of hand signals and spoken words
- Follow all Cemetery safety rules
- Bring safety concerns to the direct supervisor
- Maintain and protect Cemetery assets by performing regular preventive maintenance including machines, equipment and facilities

These requirements are representative of minimum levels of knowledge, skills and/or abilities. Responsibilities may vary according to projects, cemetery-site activity and size of the crews.

The Diocese of Reno reserves the right to amend this job description at its discretion. A revised Job Description supersedes all previous descriptions for the position as a condition for employment. Job Descriptions will be duly distributed as revised.

9/2/16