

# Campbell County Cemetery District Gillette, Wyoming

## Groundskeeper II

Specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are **NOT** intended to reflect all duties performed within the job and/or department.

### **Definition**

To perform skilled and unskilled manual duties in order to maintain cemetery district property and facilities; and to conduct the respectful and dignified burial services required of the district, all in accordance with our mission, vision and core values statements.

### **Supervision received and exercised**

May exercise technical and functional supervision over temporary, seasonal workers and junior full-time employees.

Receives direct supervision from the Superintendent.

### **Examples of Important and Essential Duties:**

Important and essential duties may include, but are NOT limited to:

1. Prepares, conducts and concludes all of the functions required for respectful, dignified and professional burial services.
2. Helps plan and execute the districts grounds, turf, irrigation, facilities maintenance and care using a variety of hand, power, light and heavy equipment.
3. Will apply pesticide and herbicides with the qualifications of a private applicator license
4. Follows all applicable safety procedures.
5. Assists other employees with the start-up and winterization, maintenance and repair of district irrigation systems.
6. Works directly with seasonal employees, offering guidance and mentorship of the turf maintenance functions of the district by providing assistance and direction in maintaining district property in accordance with the standards set by the Superintendent.
7. Performs a variety of preventative and general maintenance tasks associated with all district equipment.
8. Precisely locates burial lot pins for grave location and monument setting.
9. Works with office staff, supervisor and other employees in understanding and relaying the information critical to burial and maintenance operations.
10. Is available and subject to the districts on-call policy.
11. Direct and or perform snow removal including plowing, blowing, shoveling as well as dispensing ice melting compounds.
12. Plants, trims and maintains new and existing trees.
13. Performs advanced carpentry, plumbing, electrical, welding and fabrication skills as necessary.
14. Maintains an effective and cooperative working relationship with other employees and office personnel, agencies, vendors and the general public.
15. Attend and participate in staff meetings and related activities. Periodically attends workshops, conferences, classes to increase knowledge and skills that would benefit the district, personally and professionally.

## **Essential Qualifications:**

### **Knowledge of:**

- Principles and Practices of proper burial methods.
- Principles and practices of turf management.
- Pesticides, fertilizers, cleaning chemicals and paints.
- Irrigation system installation, maintenance and repair.
- Principles and practices of working safely.

### **Ability to:**

- Understand the Cemetery District as an organization and the operation of assigned department to effectively execute and assume the assigned responsibilities.
- Work cooperatively with supervisor, employees, district trustees, support staff and general public, and outside agencies.
- Respond to requests from trustees, supervisor, and general public
- Maintain confidentiality when appropriate
- Plan and organize work to meet deadlines, and schedules.
- Communicate clearly and concisely, both orally and in writing
- Use good judgement, flexibility, creativity and sensitivity in response to dealing with grieving families
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Safely operate a motor vehicle
- Safely handle and apply all required chemicals and fertilizers
- Work in extreme environmental conditions
- Recommend and implement goals, objectives and practices for continued improvement processes
- Analyze problems, identify solutions and implement recommendations.
- Estimate and order or recommend the order of various supplies used in the course of duty.

## **Experience and Training Guidelines:**

Any Combination equivalent to experience and training that would provide the required knowledge, skills, and interpersonal qualities to effectively execute and perform all duties associated with this position.

### **Experience:**

At least three years of related grounds maintenance, horticulture or landscaping experience involving repair, alteration, equipment operation and maintenance.

### **Education:**

Equivalent to high school education, and/or specialized training in park or grounds management, landscaping, building or equipment maintenance or related field. Will obtain specialized course work or experience in horticulture, turf management, irrigation, landscape, building maintenance or related field that would be a benefit to the district.

**Licenses, Certificates, or Registrations:**

Must be current or obtained within a specified time frame as defined upon employment.

- Valid Wyoming Drivers License
- Private Pesticide Applicators License
- Completed a Master Gardener training program
- CPR/First Aid Certification
- Valid Wyoming Commercial Drivers License (CDL)

**Working Conditions:****Essential Duties require the following:**

- Significant exposure to extreme cold, heat, wind, noise, working outdoors, vibration, confining work space, chemicals, mechanical hazards, and electrical hazards.
- Ability to travel to different locations within the county; able to respond to emergency calls.
- Essential functions require maintaining physical condition necessary for significant physical activity such as sitting, standing, walking, kneeling, crouching, stooping, squatting, crawling, twisting upper body, climbing and lifting an average of 60lbs.