



**MADERA CEMETERY DISTRICT
Job Description – GROUNDSKEEPER I
(OAKHURST/NORTHFORK AREA)**

Job Title: GROUNDSKEEPER I
Department: MAINTENANCE
Annual Salary Range: \$41,798 – \$63,601

Summary: Under general supervision, to perform mowing, gardening, tree trimming, and general grounds maintenance; to perform heavy physical labor and to do related work as required. Must be able to accept orders and assignments from more than one supervisor.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.
Mows, trims, waters and weeds lawns; prunes trees and shrubbery; rakes leaves; sweeps gutters; plants flowers and shrubs; picks up debris and assists with beautification of grounds. Assists with setting up and breaking down area for funeral services. Cleans and maintains all cemetery buildings; assists with digging and filling of graves; assists with the installation and repair of sprinkler systems; performs heavy physical labor; performs minor maintenance on equipment; transports equipment to and from various locations; works alone or as a member of a crew. Must be able to interpret Cemetery plot maps. Have knowledge of and abide by Rules and Regulations, Job Safety and Employee Handbooks and all policies and procedures set by the Board of Trustees for the Cemetery District. Additional duties may include: stone setting, backhoe operation, office procedures—to include working with the public and families. In order to provide services to the public in a timely manner, the specific daily duties of the position will be affected by the number of services to be performed and the number and skills of the other employees available to assist in the work.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of: Basic methods, tools, equipment and materials used in grounds maintenance work. Safe work practices. Ability to: Perform general grounds maintenance and beautification work. Use hand and power tools and equipment required for ground maintenance. Perform heavy physical labor. Understand and carry out oral and written directions.

Education and or Experience: High school diploma or general education degree (GED).

Language Skills: Ability to read, speak and write the English language and comprehend simple instructions.

Mathematical Skills: Basic Skills; Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability: Minimum Skills; Ability to apply common sense understanding to carry out simple one or two step instructions. Ability to deal with standardized situations with only occasional or no variables.

Certificate, Licenses, Registrations: Must possess an appropriate California Driver License issued by the Department of Motor Vehicles.

Other Skills and Abilities: Maintain good relations during public contact. Maintain cooperative working relationships with other employees.

Other Qualifications: Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. Some previous working experience in grounds maintenance work is highly desirable.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to stand, walk, sit, reach with hands and arms overhead and extended, climb, stoop, kneel, crouch, talk and hear, and the ability to lift 50 to 75 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to tolerate extreme cold, heat, wet, humid and dirty conditions.

PLEASE NOTE: This opening is in the Oakhurst/North Fork area.

Interested applicants should submit their resume to madcem@yahoo.com.