

Dayton Memorial Park Cemetery and Mausoleum

Position Title: Groundskeeper – Full-Time		Department: Grounds	
Salary Range: Minimum: \$17.00/hour Maximum: \$23.00/hour	FLSA Status: Nonexempt	Prepared by: Clyde Fisk and Pam Sunderland edited by Lawrence Parker	
Reports to: Grounds Supervisor		Approved by: Board of Trustees	Approval Date:

Position Purpose: Under the direction of the Grounds Supervisor, performs various labor-intensive duties as well as skilled maintenance duties. This is a hands-on position, requiring the ability to follow through with multiple tasks while maintaining quality as the top priority. This position requires knowledge of grounds maintenance, and general building maintenance and repair.

Key Responsibility: Cemetery Grounds and Building Maintenance

Specific Duties:

- Under the direction of the Grounds Supervisor:
 - Assists in the digging of graves
 - Performs grounds maintenance tasks which include removing trees and limbs, reseeding grass, landscape repair, raising and setting markers, plowing snow, minor road repairs, emptying trash cans, etc.
 - Operates a variety of motorized, including backhoe, dump truck and mowing mowers, etc.; ensures equipment is properly maintained, serviced and operated, making repairs as directed.
 - Regularly cleans and performs routine maintenance to assure the upkeep and pleasing appearance of the interiors and exteriors of all cemetery buildings.
 - Repairs or replaces fallen or damaged monuments.
 - Digs, forms and pours monument foundations.
 - Installs flat markers

Key Responsibility: Burials

Specific Duties:

- Locates and probes, as necessary, to insure proper burial location.
- Makes sure burial site and the surrounding area are free of trash, limbs, unsightly flowers, etc.
- Installs boards and protection for markers and monuments
- Prepares interment sites before and after burials with the highest attention to detail and standards.
- Leads in funeral processions and collects permits and fees, when needed.

Key Responsibility: General

- Communicates with all fellow staff members professionally and congenially.
- Understands the concept of Team work and practices it daily
- Provides excellent customer service to families, funeral home directors, vendors, staff, etc.
- Completes all work with the highest standard of quality in mind.

Position Qualification Requirements:

Education and Work Experience

Minimum of two (2) years of experience working in grounds maintenance, preferably in a cemetery setting, and a High School Diploma or GED preferred OR any equivalent combination of education and experience.

Special Requirements

- Employee must possess a valid Ohio Driver's License.
- Successfully pass drug screening
- Employee must be able to read printed information and comprehend instructions.

Knowledge and Skills

- Basic knowledge of grounds keeping and/or cemetery maintenance practices and procedures.
- Trained and proficient in the use of mechanized equipment and in the operation of backhoe, dump truck, tractor, mower, small engine equipment, etc.
- Must have a high perception of cleanliness standards.
- Able to read and interpret maps.

- Ability to establish and maintain effective working relationships with other employees and to work effectively in a team environment.
- Able to follow directions and work without frequent supervision.
- Able to complete all paperwork and work logs.
- Able to provide quality customer service at all times.
- Must be attuned to good grooming and personal cleanliness and wear the uniforms provided by the Cemetery.

Physical Demands

- Employee is regularly required to use hands, arms and legs to climb or balance; stoop; kneel; crouch or crawl.
- Employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.

Who we are/ What we do

Dayton Memorial Park Cemetery is a not for profit association dedicated to being a full service cemetery. Our services include: mausoleum entombment, cremains interment, or traditional burial.

Located at:

8135 N. Dixie Drive

Dayton, Ohio

in Butler Twp.

Salary Range:

\$17.00 – 23.00 per hour depending on experience and skills

This job description in no way states or implies that these are the only duties to be performed by the employee. Employees will be expected to follow any other job-related instructions and to perform any other job-related duties requested by any person with authority to give instructions or assignments.