

## Dayton Memorial Park Cemetery and Mausoleum

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