

West Point Cemetery District Caretaker

(POSITION DESCRIPTION)

Class Title: Cemetery Caretaker/Groundskeeper

County: Calaveras

Date: February 5, 2025

GENERAL PURPOSE

Maintains the overall appearance of cemetery which may include grounds and buildings, locating graves. Maintains and repairs existing markers and other cemetery features.

Prepares graves and maintains cemetery grounds, including but not limited to, sodding, seeding, fertilizing, monument and marker setting, and lawn care equipment, spraying for weed control and cemetery cleanup.

SUPERVISION RECEIVED

Works under the general supervision of the West Point Cemetery Board of Trustees for the County of Calaveras.

SUPERVISION EXERCISED

Provides general supervision and direction for part time trustees willing to engage in work at the cemetery.

Other supervision if any, authorized or assigned to the cemetery grounds as per the West Point Cemetery president.

Provides full supervision over temporary employees assigned to the cemetery grounds.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for following all safety policy and procedures.

Ensures all personnel performing tasks in the cemetery area work in a safe and efficient manner.

Coordinates grave openings and closings — works around open grave sites.

Responsible for the overall presentation and appearance of the cemetery which includes: mowing grass, pruning shrubs, trimming trees, spreading of fertilizer, pesticide/herbicide, and planting/maintaining landscaping.

Monitor all lawn maintenance equipment and conduct or schedule repairs as needed.

Operates a variety of power lawn care equipment used in the cemetery.

Responsible for equipment minor maintenance and tools. Cleans and checks tools.

Maintain office/shop area in a safe and clean manner.

Purchase supplies and purchases items within established procedures.

Assist clients with the location of gravesites.

Attends local and out of town training as required.

Makes recommendations on policies related to the Cemetery. May fill in as Building Maintenance Custodian in their absence.

Attends monthly meetings and provides updates to board members as required.

ADMINISTRATIVE RESPONSIBILITIES:

Maintains an accurate account of hours allotted on a Cemetery Time Sheet.

3 hours minimum work per day.

Maintains the website and updates it as necessary. This includes uploading documents to the website as required by the cemetery president.

REQUIRED MINIMUM QUALIFICATIONS

Graduation from High School or GED.