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Tim Deutsch
General Manager

ORANGE COUNTY CEMETERY DISTRICT

INVITES APPLICATIONS FOR THE POSITION OF:

GROUNDSKEEPER

SALARY

\$22.54–\$29.57 Hourly
\$1,802.97-\$2,365.65 Bi-weekly
\$3,906.43-\$5,125.58 Monthly
\$46,877.21-\$61,506.96 Annually

THIS IS A REPRESENTED NON-EXEMPT POSITION

BENEFITS

Benefits for this position include a variety of health plan options through the District, dental, vision insurance and long-term disability insurance through the Union Trust, annual leave and paid holidays. Employees are provided a Retirement Plan through the Orange County Employees Retirement System ([OCERS](#)). Placement into a retirement formula and contribution level will depend on the candidate's previous employer's retirement plan, if any.

OPENING DATE: July 29, 2022

CLOSING DATE: August 17, 2022

DESCRIPTION:

THE POSITION

Under supervision, this position performs tasks involved in the burial of human remains; to perform general unskilled and semi-skilled grounds maintenance, landscape, gardening and facility maintenance and repair work; and to do other work as required.

EXAMPLES OF DUTIES

- **Interment Services:** Locates correct interment site and lifts sod; operates backhoe to excavate dirt from interment site; sets up casket lowering devices; interment setup of chairs, flowers/plants, provides parking control, lowers casket/burial container and refills grave with dirt.
- **Mowing Lawns:** operates riding mowers for large lawn sections and uses push mowers for small areas.
- **Trimming:** Cuts and trims grass around headstones, benches, trees, curbs and edges, etc.
- **General Maintenance:** Sets interment site markers (operates backhoe for installing headstones) and flower vases, maintains interment sites, set benches, picks up flowers weekly, plants trees and flowers, prunes bushes and trees, applies herbicide, lays cement borders and repairs and adjusts irrigation as necessary.
- Assists visitors with interment site locations and maintenance requests
- Performs minor repair and maintenance on small equipment (i.e., checking fluids, changing parts, etc.)
- May coordinate and lead the work of community service and general relief workers in the above activities.

- May perform miscellaneous cement work (sometimes requiring the operation of a cement mixer) to repair or build curbs, monuments, bench foundations and headstones.
- May assist in the development of new cemetery sections including the layout of interment spaces and lot markers.
- May relocate interment sites involving disinterment and re-interment.
- Adhere to District policy and procedures and California Health & Safety Codes.
- May be required to perform other related duties as assigned by management.
- Will be required to work on the weekend and after hours as necessary for Interment Services, scheduled maintenance and community events.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities for the job include but are not limited to:

- Knowledge of cemetery layout and mapping
- Knowledge of grounds keeping practices and equipment
- Skill in operating heavy machinery (backhoe and/or tractor)
- Skill in using small grounds maintenance machines (i.e., trimmers, mowers, blowers, etc.) and hand-held tools
- Skill in providing customer service to public
- Ability to work in a team environment with others and under direction of the Leadworker and Cemetery Manager
- Ability to empathize with the emotional state of others

Education and Experience:

Any combination of education and experience that would provide the necessary skills, knowledge and abilities required to perform the job, including but not limited to: one year of previous grounds keeping or landscaping experience.

APPLICATION AND SELECTION PROCESS:

Applications are available on the District web page (<http://www.occemeterydistrict.com/article.cfm?id=26>) or they may be picked up at the District office. The application must be completed and submitted to the District office by Wednesday, August 17th, before 4:00 pm. Candidates should provide specific information about their skills and experience as it relates to the position. Applications may be rejected if incomplete. Candidates who possess the best qualifications for the position will be invited to participate in the selection process, which may include an application review/evaluation and an interview evaluation. Please notify the District office 72 hours in advance of the test date if you have a disability which requires accommodation for the testing process.

All employment offers made by the District are contingent upon establishing proof of a prospective candidate's legal authorization to work in the United States and successfully passing all components of the pre-employment process which may include, but is not limited to: background check, criminal history check and a post-offer medical evaluation (may include a drug screen).

LOCATION OF ASSIGNED WORK

This position will initially be assigned to the Santa Ana Cemetery, however the candidate may be assigned to any one of the three District cemeteries which are the El Toro Memorial Park, Anaheim Cemetery or Santa Ana Cemetery.

QUESTIONS

If you have any questions or concerns, please call the District office at (949) 951-9102, ext. 111.