

**NORTH COUNTY CEMETERY DISTRICT
POLICY MANUAL**

POLICY TITLE: Job Description – Maintenance Staff I

POLICY NUMBER: 2365

2365.1 Description: Under direct supervision of the Operations Supervisor to open and close graves and other tasks involved in the burial of the human dead; to perform routine and basic gardening and grounds work in maintaining lawns, landscaped areas, buildings and equipment; and to perform other related work as required.

2365.2 Duties and Responsibilities

2365.2.1 Open and close graves using power and hand tools.

2365.2.2 Maintain grounds using power and hand equipment.

2365.2.3 General pruning and tree trimming.

2365.2.4 Janitorial service in office, shop area and restrooms.

2365.2.5 Spray or dust insecticides and herbicides to control weeds and pests after proper health and safety instructions.

2365.2.6 Other tasks as assigned by Operations Supervisor.

2365.3 Employment Standards; Knowledge of:

2365.3.1 Cemetery equipment.

2365.3.2 Grounds maintenance.

2365.3.3 Safe work practices.

2365.4 Ability to:

2365.4.1 Operate tractors, riding lawnmowers and other cemetery equipment after proper training and instruction.

2365.4.2 Perform heavy manual labor and lift a minimum of 75 pounds.

2365.4.3 Understand and carry out oral and written instructions.

2365.4.4 Works cooperatively with others.

2365.5 Requirements

2365.5.1 Must possess a valid California driver's license.