

**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.