



## **CATHOLIC CEMETERIES OF THE ROMAN CATHOLIC DIOCESE OF ROCKVILLE CENTRE INC**

**POSITION TITLE: Cemetery Field Staff – Skilled Field Worker**

**HOURS PER WEEK: 7am to 3:30pm Monday to Friday &**

**Minimum of 2 Saturdays per month**

**WORK LOCATION: Cemetery of the Holy Rood, Westbury, New York**

**REPORTS TO: Assistant to Manager**

The Catholic Church teaches that cemeteries are sacred places. People gathering at our cemeteries seek an environment of prayer, serenity and comfort. Cemetery Field Staff are not required to have knowledge of Catholic Doctrine but all workers are required to understand, accept and respect those who come to our cemeteries each day as an expression of their faith.

### **Minimum Qualification Requirements:**

- Ability to lift, at times, up to a hundred (100) pounds. Comfortable working at various heights and in confined spaces. Help unload and store bulk deliveries
- Required to see, hear, speak and communicate with staff, customers and management personnel.
- A valid driver's license and a record of safe operation of motor vehicle.
- Stand/walk for extended periods of time; work in various weather conditions (Cold, heat, rain, snow, etc.) Where required, be able to use hand and fingers to feel for objects, tools, controls, etc.
- Operate both hand & power tools along with other cemetery equipment; after receiving sufficient training.
- Must be able to obtain a medical certification from a medical doctor of your choice certifying you are fit for full and active duty
- A high school diploma or equivalency is welcomed as the employee will be expected to satisfactory read and understand instructions, safety, rules and regulations, job performance expectations, for all field practices.
- Must be able to directly report to another cemetery when needed

### **Essential Duties**

- Ability to work well with others (be a team player) and frequently to work alone (a true self-starter, self-accountable with off site management/supervision).
- Utilize integrity, ingenuity, and inventiveness in the performance of assigned tasks.
- Maintain a thorough knowledge of all safety procedures in cemetery management operations
  - Keep work area neat, clean, organized
- Keeps direct manager and designated others, fully and accurately apprised concerning work progress, including present and potential work problems and suggestions for new/improved methods of addressing such problems.
  - Reports all accidents, injuries, damage/malfunctions to equipment and/or property, etc. to immediate supervisor

- Assist with burial duties including but not limited to:
  - Preparing graves and entombment sites for burials; including but not limited to ensuring open grave has been roped off and safety signs placed in designated areas
  - Carrying & lowering caskets
  - Backfill gravesites; Sealing and/or replacing crypt covers
  - Guide machine operators for the opening and closing of graves; utilizing shore excavation to comply with OSHA regulations and Cemetery Safety Standards
  - Transport, setup, and remove all equipment from burial locations; including but not limited to: plywood, planks and straps
- Perform various landscaping duties such as but not limited to the following utilizing a variety of hand and power tools:
  - Raking, mowing, line trimming, planting, weeding, trimming, sweeping, snow removal,
  - Assist with seasonal decorations production and disassembling; including placement and removals utilizing hand or appropriate tools such as a pitch fork.
  - Assist with foundation and concrete work for gravesites, roads, and walkways alike
- Removal of trash and various debris from lawn, walkways, fence lines, roadways and exterior perimeter, receptacles, placing in dumpster or dump truck.
  - Remove and dispose of burial flowers as required by cemetery management.
- Assist with the design, installation, maintenance and repair work for underground irrigation and other water lines of various types
  - Perform regular maintenance on system, including startup and winterizing. Inspect sprinkler heads, pipes, and other components.
  - Troubleshoot and repair all components
- Assist with the cleaning and development of new sections where needed at Parish or Diocesan cemeteries.
- The ability to perform one or more of the following functions:
  - Operate CASE backhoe to carefully and precisely open the gravesites to the proper depth following all OSHA safety standards and cemetery safety standards for excavations and machine operation.
  - Ability to or currently hold & maintain an unexpired CDL Class A License
  - Ability to obtain and/or currently hold a NYS DEC Pesticide 3A License – Ornamentals, Shade Trees & Turf
    - Assist with the distribution and application of fertilizers and lime
    - Dormant Oil Sprays
    - Pre-emergent herbicide applications
    - Insecticide applications, both lawn and trees, shrubs, etc.
    - Apply pesticides at various cemetery properties. Maintain accurate records for the application indicating date, location, dosage, and pesticides used.
- *Perform other duties as assigned*