



CATHOLIC CEMETERIES OF THE ROMAN CATHOLIC DIOCESE OF ROCKVILLE CENTRE INC

POSITION TITLE: Cemetery Field Staff – Facilities - Assistant to Manager

HOURS PER WEEK: 40 hours – Monday to Friday & Saturdays as needed

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

REPORTS TO: Cemetery 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
- Manage workflow activity and assignments for the maintenance staff at Cemetery of the Holy Rood or other facilities as required
- Conduct equipment and vehicle inspections, maintenance and repairs
- Maintain accurate gas chart and usage records. Assist in data input of such information into the Field Services Program
- Maintain records of maintenance performed on cemetery vehicles, equipment, etc.
- Maintain ZonTech equipment

- Regularly inspect community mausoleums for maintenance issues requiring both immediate and preventative solutions
- Design and construct various shelving, signage, carpentry, and electrical projects throughout the cemetery
- Perform all work adhering to OSHA regulations and the Cemetery Safety Standards
- Responsible for the upkeep of all buildings at Cemetery of the Holy Rood as well as other cemeteries as needed
 - Make recommendations to management for capital improvements as well as general repairs
 - Knowledge of HVAC Systems is a plus
- Manage third-party contractors performing work on the grounds, reporting and documenting any issues to management
- Responsible for the installation of all inscriptions, emblems, floral vases and cameo portraits on crypt/niche covers
- Ensure candle racks are in working condition
- Manage the grounds at Cemetery of the Holy Rood ensuring items such as but not limited to:
 - Water is turned on and off at designated times
 - Roads/curbing are repaired, pavement markings are painted as needed, section signs are kept in good condition;
- Ensure documentation is performed for
 - Fuel Records
 - Pesticides
 - All work done at facility as well as cemetery vehicles
- Assist with burial duties, when needed, 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
 - Transport, setup, and remove all equipment from burial locations; including but not limited to: plywood, planks and straps
 - 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
- 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
- *Perform other duties as assigned*