



CATHOLIC CEMETERIES OF THE ROMAN CATHOLIC DIOCESE OF ROCKVILLE CENTRE INC

POSITION TITLE: Cemetery Field Staff – Semi Skilled Field Worker

HOURS PER WEEK: 7am to 3:30pm Tuesday to Saturday

WORK LOCATION: Holy Sepulchre Cemetery, Coram, New York

REPORTS TO: Assistant to the Manager / Superintendent

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.)
- Operate both hand & power tools along with other cemetery equipment; after receiving sufficient training.
- A high school diploma or equivalency is welcomed as the employee will be expected to satisfactorily 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 as part of a team and working alone without direct supervision.
- Maintain a thorough knowledge of all safety procedures in cemetery management operations
- Utilize integrity, ingenuity, and inventiveness in the performance of assigned tasks.
- 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
- 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 concrete work for foundations, and walkway repairs
 - Assist with assembling and disassembling of seasonal decorations
- Removal of trash and various debris from lawn, walkways, fence lines, roadways and exterior perimeter, receptacles, placing in dumpster or dump truck
- Assist with the design, installation, maintenance and repair work for underground irrigation and other water lines of various types
- *Perform other duties as assigned by the Foreman, Assistant to the Manager, Assistant Superintendent, or Superintendent*

Preferred Skills/Abilities

- CDL Class A License with air brakes endorsement
- Ornamental and Turf Pest Control Pesticide Applicators Certification or interest in obtaining
- Licensed backhoe operator