

Chowchilla Cemetery  
Grounds Manager  
Job Description

**Definition** – perform a variety of skilled, semi-skilled and manual activities in the beautification, maintenance, repair and operation of cemetery grounds, buildings and facilities; perform interment activities; assist and inform visitors, report to the Cemetery Board and do other related duties as assigned.

**Distinguishing Characteristics** – Incumbents in this classification will perform skilled, semi-skilled, and manual grounds keeping, landscaping and custodial work in the upkeep, maintenance, and repair of cemetery grounds and facilities. Incumbents will operate a variety of equipment, including but not limited to: tractors, backhoes, jackhammers, compressors and a wide variety of hand tools for the preparation, opening and closing of graves. Incumbent will manage and oversee groundskeepers.

**Work Schedule** – Incumbent will be expected to work weekends, holidays and shift hours which may vary with the needs of the public. Incumbents will be scheduled full-time for a 90-day probationary period. After completing the 90-day probationary period, employee will be notified of employment status.

**Reports** to the Cemetery Board.

**Examples of duties** – Perform various activities in the care and maintenance of the grounds and facilities; waters, mows, weeds, trims, reseeds and fertilize grounds; rakes leaves; cleans walks, driveways and other facilities; plants and prunes trees, flowers and shrubs; apply fertilizers, pesticides, herbicides and insecticides to grass, trees and shrubs; service, open and close graves, in-wall interments and the installation of crypt plates; plans for traffic direction for funeral services; drives and operates vehicles and equipment such as mowers, tractors, backhoes and trenchers; fuel vehicles, perform service or maintenance to power mowers, riding mowers, edgers and other equipment; check buildings, equipment and grounds to locate conditions indicting the need for repair and maintenance; repair and replace gates, fences, walls and walks; make and pour concrete; dig ditches, lay pipe; install and maintain sprinkler systems; perform general grounds cleaning and litter removal; building maintenance tasks such as plumbing and electrical installation and repair; provide visitors with information and assist in identification of grave sites. Oversee grounds staff.

**Have the ability to:**

- Operate a variety of tools and equipment in the performance of job duties.
- Perform heavy manual labor
- Perform job duties under stressful conditions
- Respond appropriately to situations

- Respect for a wide variety of cultural traditions and religious observances
- Maintain confidential information in accordance with standards and/or regulations
- Treat the public with respect and compassion
- Communicate effectively with others
- Lift and move objects weighing up to 100 pounds
- Walk, stand, stoop, kneel or crouch on narrow, slippery or uneven surfaces under various environmental conditions
- Perform a wide range of unskilled and semi-skilled work in the maintenance, repair and upkeep of landscaped grounds and facilities
- Safely operate/adjust assigned power-driven equipment using finger/hand coordination and dexterity
- Establish and maintain cooperative work relationships
- Use a variety of equipment and hand tools utilized in grounds keeping
- Plan, organize and direct the work of others
- Maintain the park in a clean and orderly condition
- Respond to emergency situations
- Work independently to complete assigned duties
- Provide the Cemetery Board a monthly report of grounds activity.

**Have knowledge of:**

- Materials, equipment, methods and practices essential to the maintenance of the cemetery grounds and related facilities
- Cemetery rules and regulations
- Public relations techniques
- Safety and accident prevention techniques
- Basic maintenance and repair of sprinklers and irrigation systems
- Methods of application of a variety of pesticides, herbicides and fertilizers

**Requirements:**

- Valid California driver's license
- High School Diploma
- Pass drug testing

I have read the job description and understand my job duties as Grounds Manager.

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Name

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Date

# JOB APPLICATION

**Chowchilla Cemetery District**  
23359 Road 14 1/2, Chowchilla, California 93610  
559-665-3857

Chowchilla Cemetery District is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact a company representative.

Please fill out all of the sections below:

## Applicant Information

**Applicant Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State and Zip Code:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Date of Application:** \_\_\_\_\_

## Employment Position

**Position(s) applying for:** Groundsman

How did you hear about this position? \_\_\_\_\_

What days are you available for work? \_\_\_\_\_

What hours or shift are you available for work? \_\_\_\_\_

If needed, are you available to work overtime? \_\_\_\_\_

On what date can you start working if you are hired? \_\_\_\_\_

Do you have reliable transportation to and from work? \_\_\_\_\_

Salary desired: \_\_\_\_\_

## Personal Information

Are you 18 years of age or older?

Yes No

Are you a U.S. citizen or approved to work in the United States?

Yes No

What document can you provide as proof of citizenship or legal status?  
\_\_\_\_\_  
\_\_\_\_\_

Will you consent to a mandatory controlled substance test?

Yes No

Do you have any condition which would require job accommodations?

Yes No

If yes, please describe accommodations required below.  
\_\_\_\_\_  
\_\_\_\_\_

## Job Skills/Qualifications

Please list below the skills and qualifications you possess for the position for which you are applying:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Note: Chowchilla Cemetery District complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. It is possible that a hire may be tested on skill/agility and may be subject to a medical examination conducted by a medical professional.)



Do you have a valid drivers license

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**AT-WILL EMPLOYMENT**

The relationship between you and the Chowchilla Cemetery District is referred to as "employment at will." This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or the Chowchilla Cemetery District. No representative of Chowchilla Cemetery District has authority to enter into any agreement contrary to the foregoing "employment at will" relationship. You understand that your employment is "at will," and that you acknowledge that no oral or written statements or representations regarding your employment can alter your at-will employment status, except for a written statement signed by you and either our Executive Vice-President/Chief Operations Officer or the Company's President.

Applicant Signature: \_\_\_\_\_

Dated: \_\_\_\_\_