

## CLASS SPECIFICATION

### SAN DIEGO CITY CIVIL SERVICE COMMISSION

#### LEAD CEMETERY GROUNDSKEEPER

##### DEFINITION:

Under general supervision, to lead and assist a crew involved in grounds and facility maintenance, interments, and disinterments at the City's Mt. Hope Cemetery; and to assist funeral directors at burial services.

##### \* EXAMPLES OF DUTIES:

- Regularly leads and participates in the work of crews engaged in landscape construction and maintenance of cemetery grounds and facilities;
- Identifies pests, insects, and disease infested trees, shrubs and turf;
- Mixes, measures and applies chemical herbicides and pesticides;
- Repairs and installs irrigation systems; ensures that water is used effectively and efficiently in all aspects of grounds maintenance work;
- Performs turf maintenance duties including the operation of small farm and garden type tractors used for loading, grading, fertilizing, and towing grounds maintenance equipment;
- Operates chain saws, sod cutters, weed cutters, rototillers, renovators, spreaders, and comparable equipment; performs seeding and planting of trees, shrubs, and turf;
- Performs erosion control of slopes and banks which may involve minor grading, backfilling, and shoring duties;
- Leads and assists crews building cement forms, installing memorial markers, and setting up equipment at gravesites in preparation for burial services;
- Leads and assists crews performing interments and disinterments;
- Keeps records and maintains logs of work in progress;
- Monitors and reports on the performance of crew members;
- Makes requests for repair services and additional supplies;
- Assists in reviewing time cards, mileage cards, and production reports;
- Makes routine repairs to equipment;
- Provides information to the public regarding cemetery services;
- Performs related duties.

##### MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Two years of experience in grounds maintenance which must include six months of experience as a Cemetery Groundskeeper. Qualifying experience must include cemetery operation experience consisting of preparing and maintaining gravesites, and assisting during burial services; and experience planting, fertilizing, and cultivating trees, lawns, and shrubs; preparing and applying herbicides and pesticides; and performing other grounds maintenance work involving the operation and maintenance of grounds equipment.

- \* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor all listed tasks necessarily performed by everyone in this class.