

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
LEAD CEMETERY GROUNDSKEEPER - 1568

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 Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * 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.**

Two years of full-time 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.