

**THE CATHOLIC CEMETERIES
POSITION DESCRIPTION**

POSITION INFORMATION:

Position Title: Field Worker

Date: June 21, 2022

Incumbent:

FSLA Status: Exempt:___ Non-Exempt: X
(Executive___Professional___Administrative___)

Employment Status: Full-Time: X Part-time: _____ With benefits: X
Work Schedule: 40+ hours per week

Reports to: Field Manager

Direct reports: None

Provides work direction to: Seasonal Staff

Receives Work Direction From:
Field and Office Managers, Operations Manager

PURPOSE OF POSITION:

The mission of the Field Worker is to accomplish all functions related to the field operations of an assigned cemetery or cemeteries. The Field Worker will perform all cemetery services related to the burial of the dead, other cemetery services, maintenance of the grounds and buildings, and operation and maintenance of all equipment.

GENERAL RESPONSIBILITIES:

Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner, which is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals, laws of the Church or the Archdiocese, such that it can embarrass the Church or give rise to scandal. It is expected that all employees will respect Catholic doctrine and religious practices. Reasonable accommodation for the religious practices of employees not of the Roman Catholic faith will similarly be provided. This position does **not** require that the employee be an active, participating Roman Catholic.

REPRESENTATIVE RESPONSIBILITIES:

*Perform interment/inurnment/entombment-related services which include: burial site location and layout, excavation/opening of burial site, frost removal, burial site decoration and setup, and burial site closing.

*Maintain the cemetery grounds in a professional manner in accord with the Standards of Care as established by The Catholic Cemeteries, which include: grass cutting, trimming around markers and monuments, tree and hedge trimming, snow/frost removal, repair sunken graves, reset/level memorials, sodding and seeding, install, drain and repair waterlines and sewer line, fertilization, raking and mulching, fence repair, general grounds cleanup, and landscaping as directed by supervisor.

*Able to use cemetery equipment in a proficient and competent manner and in accord with labor agreement, which include, but not limited to: lawn mowers, grass trimmers, backhoe, tractors, trucks, snow removal equipment, pull trailers, hydro seeder, and various power and hand tools necessary to carry out work required to provide services and maintenance.

*Perform routine maintenance service for all equipment, which include: inspecting and recording in log, checking/changing fluids, mower blades, and cleaning vehicles and glass.

*Able to maintain cemetery buildings and walkways in accord with the Standards of Care as established by The Catholic Cemeteries, which include: inspecting, cleaning, painting and repair

*Perform the delivery of all other cemetery products and services as directed by supervisor, which include: delivery and installation of markers, setting monument foundations, installing vases, preparing and setting wreaths and flowers, and conducting endowment lot work

*Contribute to the good public relations of The Catholic Cemeteries, which include: projecting a positive image, attitude and work ethic with all co-workers and visitors, possessing a working knowledge about cemetery grounds and procedures and assisting families in finding grave locations or giving directions within the cemetery.

*Be present, ready to work, and on time for all scheduled hours of work and to maintain consistent work attendance

Perform other duties, as need is apparent or as assigned

OTHER RESPONSIBILITIES:

The responsibilities listed on this page are representative responsibilities intended to describe the general nature and level of work performed by staff members assigned to this position. It is not intended to be an exhaustive list of responsibilities and qualifications required of the position. Assigned responsibilities may change, as needs of the cemeteries change. More detailed listings of duties and tasks may be outlined in supplemental documents.

The responsibilities preceded by an asterisk (*) are considered essential functions of the position.

For Qualifications, Physical Skills, and Cognitive Skills requirements see the attached schedules.

EMPLOYEE: I have reviewed this job description and agree it is an accurate representation of the responsibilities of my job. I understand that if an organization's needs change, my job description will change.

Employee's Signature

Date

SUPERVISOR: I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this job.

Supervisor's Signature

Date

THE CATHOLIC CEMETERIES

Position Title: Field Worker

Date: April 4, 2019

QUALIFICATIONS

1. Possess a high school diploma or GED
2. Possess a valid and current Minnesota State driver's license
3. Able to work outside and in all types of weather
4. Able to fulfill the physical requirements of the position, including the ability to lift and move, using proper techniques, a minimum of 50 pounds
5. Able and willing to acquire new skills

MENTAL DEMANDS

1. Able to work efficiently and cooperatively within set timelines and procedures
2. Able to read and understand maps and work orders
3. Possess a working knowledge of the origination and departmental functions of The Catholic Cemeteries
4. Able to accomplish work with little supervision and attention to detail
5. Possess one upgrade in accord with labor agreement

PHYSICAL DEMANDS

1. Deliver a minimum of 20 markers to gravesite per day
2. Install a minimum of 15 markers per day
3. Install a minimum of 15 ground vases or 12 mausoleum vases per day
4. Assemble a minimum of 25 vases and bases per day
5. Complete a minimum of 25 2x1 marker re-sets per day
6. Able to fulfill physical requirements of the position as listed on the Summary of Physical Requirements.