Job Description
The Cemetery Grounds Foreman is responsible to supervise the grounds crew and maintain cemetery grounds and prepares graves, grave areas including and not limited to grave excavation; burial functions (opening/closing for interments, entombments, inurnments, disinterment); lawn sodding, seeding, fertilizing; monument and marker setting; manual and mechanical earth moving and lawn care equipment operation; cemetery cleanup.

Position Components

Requisites
- Reports to the Cemetery Manager and/or Director of Operations
- Operate hand-held tools and equipment including but not limited to a shovel, pick, rake, sledge hammer, lawn mower, weed trimmer, leaf blower, chain saw and pump
- Operate mechanical equipment including and not limited to a dump truck, tractor, utility vehicle, marker trailer, dump trailer, jack hammer, tamper and backhoe
- Use accurately measuring devices (i.e. tape measure, yard stick, etc.)
- Communicate effectively with fellow workers, contractor personnel and client families
- Lift heavy objects up to 30 lbs.
- Minimum six months’ experience operating standard cemetery equipment
- Certification / license: Acceptable driving record and applicable license(s) to operate equipment /vehicles
- High School degree or equivalent

Job Duties
- Perform opening & closing for burials, entombments and inurnments
- Supervise groundscrew and perform safety meetings.
- Set, installs and assemble foundations, memorials, and markers
- Install outer burial containers
- Handle and complete Client Family work orders that pertain to individual grave and marker maintenance
- Respond to and complete service request work orders
- Perform interment verification procedures
- Prepares the 25-foot burial radius area to ensure clean and well-ordered
- Fill grave, tamps, grounds vegetation
- Maintain a clean and orderly work area
- Pressure washes vehicles and equipment as requested
- Perform other ground duties as assigned by Management

Rules & Regulations
- Follow all Company safety rules
- Bring safety concerns to the direct supervisor
- Maintain and protect Company assets by performing regular preventive maintenance including machines, equipment and facilities

Cemetery Grounds foreman ___________________________ Signature ___________________________ Date

Location General Manager ___________________________ Signature ___________________________ Date