

## Cemetery Specialist 1

### I. KIND AND LEVEL OF WORK

First of three levels in the Cemetery Specialist classification series. Under general supervision, the Cemetery Specialist 1 classification provides assistance to interment operations and basic maintenance and minor repairs to buildings, grounds and roads at a State Veteran's cemetery.

An incumbent in this class is primarily responsible for performing routine janitorial tasks and groundskeeping maintenance to provide an aesthetically pleasing, clean and safe place for public visitors and employees.

The Cemetery Specialist 1 classification is also involved in assisting with the preparation of gravesites by staging equipment for operators and participating in interment operations including the handling and burial of human remains and placement of headstones and niche covers to mark occupied gravesites.

An incumbent in the Cemetery Specialist 1 classification operates standard medium and light duty motorized groundskeeping vehicles and equipment such as trucks, mowers with various attachments, weed whips and landscaping tools to prune, trim and plant.

### II. DISTINGUISHING CHARACTERISTICS

The Cemetery Specialist 1 classification focuses on operating standard light to medium-duty vehicles and equipment and performs routine tasks such as mowing, makes minor repairs such as fixing a door lock, and conducts preventative maintenance on a limited range of tools and vehicles. New, technical or unusual work assignments are guided by specific instructions and supervisor or lead worker oversight. In contrast, the Cemetery Specialist 2 requires technical skills to independently perform a variety of semi-routine repairs and maintenance of complex equipment and facility systems and/or skillfully operate heavy-duty and specialized equipment with precision.

In terms of interment operations, the Cemetery Specialist 1 classification assists with gravesite preparation such as flag handling and debris removal and supports the Cemetery Specialist 2 and Cemetery Specialist 3 by staging equipment for excavation. The Cemetery Specialist 2 classification differs in that an incumbent operates specialized heavy-duty equipment to excavate and prepare gravesites and is accountable for ensuring accuracy and quality of interment operations such as confirming the appropriate gravesite location to avoid consequential errors. The Cemetery Specialist 2 may lead others during interment operations, when necessary.

### III. EXAMPLES OF WORK/DUTIES

*(A position may not include all the work examples given, nor does the list include all that may be assigned.)*

- Perform janitorial and housekeeping duties such as sweeping, scrubbing, mopping, vacuuming, cleaning, dusting, and sanitizing buildings to provide a clean, comfortable and safe environment.
- Perform groundskeeping tasks such as planting, trimming, mowing, raking, seeding, sodding and weeding necessary to maintain the appearance and health of native and turf grass, trees, plants, shrubs and flowers.
- Perform and record regular preventative maintenance checks on groundskeeping equipment such as inspecting and sharpening mower blades and/or on facility equipment such as changing a furnace filter to ensure the proper working order of equipment and facility systems.
- Assist with minor repairs to tools and mechanical equipment such as lawn mowers, trucks and tractors so that maintenance responsibilities are performed timely and efficiently.
- Assist with verifying accurate gravesite locations, installation of headstones and niche covers and headstone realignment projects.
- Participate in interment operations by preparing gravesites, mobilizing and staging equipment, cutting sod, opening and cleaning niches, safely marking potential hazards and manually transferring human remains from the committal area to the transport vehicle.

### IV. KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Groundskeeping practices to perform plant and turf care and maintenance of parking lots and walkways to ensure Veteran cemetery grounds are aesthetically pleasing and safe.
- Cleaning methods, techniques, materials, and equipment sufficient to prepare cleaning solutions and compounds, operate cleaning equipment and perform minor repairs.

Ability to:

- Operate medium and light duty motorized vehicles (e.g., trucks, tractors, mowers, skid steer loaders, etc.) and equipment (chain saws, weed whips, tamper, etc.) as well as perform routine maintenance and assist with minor repairs.
- Interact with and respond to questions from the public, particularly with grieving individuals during emotionally sensitive interment operations.

### LICENSURE/CERTIFICATION/STATUTORY REFERENCES

N/A

## SPECIAL WORK CONDITIONS

This position requires walking for extended periods, lifting materials up to 50 lbs. without assistance, handling materials weighing up to 120 lbs. with assistance, and assisting in lifting materials weighing up to 240 lbs. The incumbent will operate equipment requiring repetitive hand, arm, feet and leg movement and may work in awkward or strained positions with frequent reaching, stooping, standing, bending and turning. While operating equipment, the operator will encounter vibration, jerking and jolting and be exposed to noise levels exceeding 85dba for up to eight (8) hours per day requiring hearing protection to mitigate adverse hearing effects. This position will work outdoors in all seasons and function in a variety of adverse weather conditions including heat, humidity, rain, snow/sleet and/or freezing temperatures. The incumbent may be exposed to dirt, dust, fumes, chemicals, herbicides, insecticides, pesticides, weed killers and fertilizers.

## REFERENCES

Former title(s): Classification Title, MM/YYYY

## REVISION HISTORY

Established 10/2025