

## **Cemetery Specialist 2**

### **I. KIND AND LEVEL OF WORK**

Second of three levels in the Cemetery Specialist classification series. Under limited supervision, the Cemetery Specialist 2 classification performs semi-skilled maintenance and repairs to grounds, roads, equipment and/or building systems and interment operations at a State Veterans cemetery.

An incumbent in this classification is responsible for semi-routine repairs and maintenance on complex excavation equipment, vehicles, machinery, tools and/or facility physical plant systems including HVAC, plumbing, and electrical to ensure efficient operations. The Cemetery Specialist 2 is also responsible for interment operations as an equipment operator utilizing specialized heavy-duty equipment to excavate and prepare gravesites, using lowering devices to lower caskets or urns handling and transferring human remains during the burial process. At this level, the incumbent independently ensures accuracy of gravesite assignments, performs final checks for alignment of headstones and niche covers, and may provide lead support during interment operations in the absence of a Cemetery Specialist 3.

An employee in the Cemetery Specialist 2 classification operates medium and light-duty equipment and motorized vehicles such as trucks, tractors, skid steer loaders and tampers as well as heavy-duty excavation equipment such as backhoes, augers and dump trucks in addition to related specialized tools and equipment utilized for tasks requiring a high degree of precision.

### **II. DISTINGUISING 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 door locks, and conducts preventative maintenance on a limited range of tools and vehicles. New, technical or unusual work assignments are guided by specific instructions and with supervisor or lead worker oversight. This classification assists with gravesite preparation such as flag handling and debris removal and supports the equipment operators by mobilizing and staging equipment for excavation.

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 skillfully operate heavy-duty and specialized equipment. At this level, there is increased accountability to ensure accuracy and quality of work outcomes to comply with the National Cemetery Administration (NCA) standards and measures such as confirming a gravesite location to avoid consequential errors. The Cemetery Specialist 2 may lead others during interment operations, when necessary.

The Cemetery Specialist 3 differs in that this classification combines semi-skilled/skilled trade work with lead work duties such as planning, assigning and directing the work of lower-level Cemetery Specialists and/or volunteers. This classification ensures the compliant execution of interment operations and

either oversees daily cemetery operations at a designated cemetery or is responsible for landscaping, grounds maintenance and repairs across multiple locations.

### **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.)*

- Maintain and repair cemetery physical plant systems including HVAC, plumbing, electrical, fire prevention and irrigation systems to ensure the proper working order of buildings and facility systems.
- Maintain and repair cemetery buildings and site features to include roofs, windows, doors, exterior and interior walls and trim, stone veneer, downspouts, gutters, flag poles, fencing, and signage.
- Collaborate with the Cemetery Supervisor regarding physical plant maintenance, major repair needs and asset preservation projects.
- Participate in interment operations and excavate, fill, tamp and level gravesites using heavy-duty excavation equipment to ensure interments and monument procedures are completed according to the National Cemetery Administration (NCA) standards and manually transfer human remains.
- Coordinate headstone realignment projects and installation of headstones and niche covers, perform finals checks for alignment and verify accuracy of gravesite locations.
- Perform regular maintenance checks and conduct routine maintenance and minor repairs on all motorized equipment. With Cemetery Supervisor approval, order parts and supplies to maintain inventory and reduce operational down-time.

### **IV. KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of:

- Methods and practices of the mechanical, masonry, welding, electrical, plumbing, carpentry, and other trades and/or heavy, medium, and light duty motorized equipment maintenance and repair practices.
- The National Cemetery Administration (NCA) standards and measures to ensure compliance while performing interment operations in a State Veteran's cemetery.

Skill in:

- Operating heavy, medium and light duty motorized vehicles and equipment in close/tight areas to avoid damage, promote safety and prevent accidents.
- Conducting preventative maintenance and minor repairs to maintain buildings, facilities and/or motorized vehicles, equipment and tools.

Ability to:

- Engage interpersonally with the public during emotionally sensitive interment operations, particularly with and in the presence of grieving individuals.

- Project cemetery needs and request purchase of supplies within a restricted budget.

## 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