

## Cemetery Specialist 3

### I. KIND AND LEVEL OF WORK

Third of three levels in the Cemetery Specialist classification series. Under limited supervision, the Cemetery Specialist 3 classification provides semi-skilled and skilled trade work to lead the maintenance and repair of grounds, roads, equipment and/or building systems and interment operations at a State Veterans Cemetery. The Cemetery Specialist 3 may also advise and consult on turf management and landscaping at multiple locations and/or lead daily operations at a designated State Veterans Cemetery.

An incumbent in this classification is primarily responsible for operating or directing the operation of specialized equipment and providing lead work to other lower-level Cemetery Specialists that perform interment operations, equipment repairs, facility maintenance tasks and grounds and roads maintenance work. The Cemetery Specialist 3 also ensures the compliant execution of interment operations, participates in and leads the interment and burial process, and may act as the Cemetery Supervisor in their absence with ability to make critical decisions to address worksite issues such as resolving interment scheduling conflicts, equipment failures and maintenance issues.

An incumbent in the Cemetery Specialist 3 classification operates or directs the operation of 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 level of precision.

### II. DISTINGUISHING CHARACTERISTICS

The Cemetery Specialist 2 performs semi-skilled maintenance, service and repair of complex equipment and facility systems such as HVAC, plumbing and electrical and operates medium and heavy-duty specialized equipment. This classification may lead interment operations in the absence of a Cemetery Specialist 3.

In contrast, the Cemetery Specialist 3 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.

The Cemetery Supervisor differs in that this classification holds formal supervisory authority over staff, including assigning and evaluating work, writing position descriptions, training employees, and making hiring decisions and taking disciplinary action. In contrast, the Cemetery Specialist 3 serves in a lead capacity, providing day-to-day guidance to lower-level Cemetery Specialists with limited delegated responsibilities to direct interment operations and contribute to performance improvement efforts,

rather than carrying responsibility for the full scope of supervisory duties assigned to the Cemetery Supervisor.

### **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.)*

- Coordinate and develop the daily operations plan with the Cemetery Supervisor and administrative staff to identify potential concerns and ensure the cemetery management plan is carried out in an efficient and effective manner.
- Lead lower-level Cemetery Specialists in interment operations including directing the mobilization and operation of equipment and vehicles necessary to prepare and excavate gravesites, transfer of human remains, and lower caskets and urns, and guide the interment process in the presence of family and those paying tribute.
- Report on the quality and quantity of work performance of lower-level Cemetery Specialists and volunteers, coordinate any required performance management with the Cemetery Supervisor, and take immediate remedial action to correct and improve performance as necessary.
- Ensure maintenance, repairs and daily operator inspection checks are conducted and recorded for all motorized equipment. Assist in the purchase of supplies and equipment to meet cemetery operational needs.
- Train, assign and oversee work of other cemetery field staff performing groundskeeping and maintenance tasks to ensure efficient, effective and safe operations.
- Apply and/or direct the application of fertilizers, herbicide and pesticides and maintain all turf and landscaping including trees, shrubs, woody and herbaceous plants and irrigation systems so that cemetery grounds are healthy, aesthetically pleasing and safe.
- Assist in the development of the annual cemetery grounds maintenance plan including establishing weekly, monthly and quarterly goals.
- Establish weekly, monthly and quarterly cemetery grounds and operations goals with the Cemetery Supervisor.

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

Knowledge of:

- Modern landscape planning principles and horticultural practices, methods and tools sufficient to maintain State Veteran cemetery grounds and/or knowledge of heavy, medium, and light-duty motorized equipment, vehicles and tools sufficient to operate, maintain, repair and train other cemetery field staff to operate safely and effectively.
- The National Cemetery Administration (NCA) standards and measures to ensure compliance while performing interment operations and leading field staff in a State Veterans Cemetery.

Skill in:

- Maneuvering and operating motorized equipment and attachments with multiple hand and foot controls simultaneously.
- Interpersonal communication to engage with the public and address their needs during emotionally sensitive interment operations, particularly with and in the presence of grieving individuals.

Ability to:

- Plan, prioritize, assign and lead the work of other Cemetery Specialists and volunteers to ensure specifications defined by the NCA standards are met and operational plans are carried out to meet cemetery objectives.
- Operate, maintain and repair a large automated commercial irrigation system to ensure effective distribution of water to plant material.
- Factor long-term planning into daily operations and project cemetery needs sufficient to recommend the purchase of supplies and equipment.

## LICENSURE/CERTIFICATION/STATUTORY REFERENCES

A Cemetery Specialist 3 classification with a focus on leading groundskeeping and maintenance activities will be required to possess a valid commercial pesticide applicators license for categories A (core), E (turf/ornamentals) and P (vertebrate pest control).

## 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