

## **The Cedaredge Cemetery District is accepting applications for a full-time annual Groundskeeper position. Starting annual salary is \$37,440.**

### **ESSENTIAL DUTIES:**

Working independently to prioritize and complete various duties related to operation and maintenance of the Cedaredge Cemetery District (Cemetery) including, but not limited to:

- Operation and maintenance of equipment– Backhoe, Kawasaki Mule, dump truck lawn mowers and trimmers
- Road maintenance – Maintains gravel and concrete roads including removal snow and ice when necessary; may erect and maintain signs, barricades, fences and new roads
- Open and close graves – Dig, funeral setup and teardown, operation of lowering device, and backfill
- Operation and maintenance of extensive irrigation system –operation of high-pressure pump system; spring startup, repair breaks as needed, monitor ditch, pond and grounds for proper flow, and winterization; coordinate with golf course during the watering season for as needed
- Grounds maintenance - Mowing and trimming as necessary to maintain the appearance of cemetery and respect the headstones and plantings around the graves; plant, fertilize and trimming for all plants, trees and shrubs; mitigate weeds; backfill topsoil and seed as needed
- Building maintenance – general repairs and maintenance; cleaning office and restrooms
- Extensive interaction with the public – must be able to answer questions regarding rules and regulations, plot locations, sales of plots, headstone requirements, grounds maintenance policies and why we water during the daytime.

### **QUALIFICATIONS**

- Knowledge of maintenance of parks, cemeteries or other similar facilities preferred.
- Ability to learn the operation and maintenance of trucks and equipment safely.
- Ability to perform moderate/heavy physical work and to lift and carry 75 pounds regularly and 100 pounds occasionally.
- Ability to stand, climb, kneel, twist, grasp, reach, ride, walk, sit, bend, crawl, push, pull, and perform a wide variety of body movements.
- Possess hand/eye/foot coordination to operate equipment.
- Ability to talk and hear in person and by radio; ability to see and read instructions and basic blueprints; prepare reports and make repairs.
- Ability to get along well with other workers, supervisors and public.

### **EXPERIENCE AND TRAINING**

Any combination of training and experience equivalent to graduation of high school with some experience as a laborer and equipment operator.

### **SPECIAL REQUIREMENTS**

Valid Colorado driver's license.

Will be required to successfully pass a pre-employment background check and drug screen.

Ongoing drug screening may be required.

Applications available at the cemetery office by appointment by calling 970-856-2373 or online at [www.cedaredgecemetery.com](http://www.cedaredgecemetery.com) Submit applications to the **Cedaredge Cemetery District, PO Box 202, Cedaredge, CO 81413** or **Email to: [cedaredgecemetery@yahoo.com](mailto:cedaredgecemetery@yahoo.com)**. Resumes may be attached to a completed application. The District will take applications until the position is filled.