

**CATHOLIC CEMETERY ASSOCIATION
4000 ST. JOSEPH PL, NW
ALBUQUERQUE, NM 87120**

ANNOUNCEMENT OF POSITION AVAILABILITY

POSITION TITLE: Grounds I **Temporary beginning July 1, 2017**

DEPARTMENT: Gate of Heaven Cemetery

DUTIES & RESPONSIBILITIES:

Maintain grounds, buildings, and equipment. Knowledge of safety rules and procedures, insecticides, herbicides, etc.; experience in lawn care and equipment.

1. In work situation and dealing with co-workers and public, adhere to the Mission Statement of the Catholic Cemeteries and follow policies and procedures of the Catholic Cemeteries Association.
2. Maintains buildings, grounds and equipment under the direction of cemetery supervisor, foreman or team leader.
3. Completes assignments and duties within the procedures established for that job.
4. Maintains equipment/tools used for the grounds keeping and maintenance.
5. Conducts periodic safety and hazard checks on all buildings, grounds, equipment and tools; reports findings to the cemetery supervisor, foreman or team leader.
6. May be requested to assist on burial crew when cemetery needs require.
7. May be called upon, at the discretion of the immediate supervisor, to perform comparable duties of a similar or related nature or to assist in areas where the Catholic Cemeteries needs require.

QUALIFICATIONS:

Six months to one year (1) experience in cemetery work or related field. Candidate must possess a valid New Mexico driver's license. **Pre-employment drug screen required.**

PAY STEP: 1 \$10.55 per hour, 40 hours per week

CONTACT: HR Director at 505 831-8130 or email csalcido@archdiosf.org

DATE OF NOTICE: June 7, 2017

CLOSING DATE: June 21, 2017

(CCA HRF #2)