



Job Title: Grounds & Facilities Manager

Position Type Full-time Exempt

Job Description

Incumbent assumes all responsibility for the preventive maintenance program and operations for parish-owned buildings, equipment, and grounds.

RESPONSIBILITIES

Yearly Maintenance includes:

1. Mowing. Maintain the lawn at Rock Creek Cemetery in a professional, workmanlike manner throughout the entire lawn maintenance season.
2. (April-October/November) Maintaining the lawn will consist of mowing all areas of grass within the property, including trimming all edges within and around the borders of the lawn and blowing off any concrete areas on or around the property. All turf areas will be managed at a height of 3.0" – 3.5" throughout the mowing season. Care will be taken to avoid yellowing and scalping. Care will be taken to remove all trash and debris originating from landscape management activities. Grass around signs and shrubbery will be trimmed with a line trimmer, in conjunction with every mowing. Minor trash and debris will be removed from turf areas, walks and curbs prior to performing mowing operations. Edging curbs and walks will be done with a power blade edger. All walks and curbs will be cleaned with a power blower with every mowing.

Landscape Maintenance

1. Bed Care and Weed Suppression. Beds will be cleaned throughout the growth season.
2. Shrubby Pruning. Pruning of shrubbery and hedges will be performed, at the appropriate time, throughout the growing season to maintain vigor and health.
3. Debris and Flower Removal. Will be performed throughout the month of November. Leaves will be removed from the premises.

Building Maintenance

Typical responsibilities:

1. Plan, organize, direct, and evaluate preventive maintenance and repair activities for parish-owned buildings, equipment, and grounds;
2. Establish objectives, policies, procedures, performance standards, schedules, and priorities; develop and recommend operating, capital outlay, and project budgets and monitor expenditures;
3. Prepare cost estimates of proposed projects and equipment; inspect and evaluate physical,

mechanical, and electrical components of buildings, facilities, and equipment; and assess condition and life expectancy of facilities and systems;

4. Establish operating records, controls, and criteria to determine equipment obsolescence and replacement;
5. Develop, monitor, and assure security of tools, equipment, supplies, and parts inventories;
6. Prepare maintenance, repair, and labor cost reports; confer with vendors, contractors, and other departments;
7. Insure compliance with fire, life, and safety codes, and related regulations; review contractors' work for compliance with standards and specifications; interpret blueprints, and modify plans.

Burials/Interments/Inurnments.

1. Survey (accurately plot the location of each and every ground burial/ Inurnment/Columbarium inurnment).
2. Supervise the opening and closing of each and every ground burial/ Inurnment/Columbarium inurnment). To include setting up of Tents, Chairs, Lowering Devices and the Installation of Vaults. Along with the removal of said equipment after services have been rendered.

Supervise the installation of headstones and in ground memorials.

Physical Facilities and Assets.

1. Catalog and Maintain all Grounds Maintenance Equipment owned by Rock Creek Church Cemetery, to include Backhoes, Lawn Mowing Machines, Edger's, Tents, Chairs, covers, lowering devices etc.
2. Maintain all roadways ensuring that they are free of debris, dirt, leaves etc.

KNOWLEDGE, SKILLS, AND ABILITIES

The position will be responsible for the overall physical appearance and condition of the park, grounds, and facilities. Other responsibilities include, but are not limited to the following:

- Assures that all physical components of the memorialization process are in compliance with the client family wishes and with St. Paul's Rock Creek Cemetery policies, standards, and procedures.
- Trains and supervises grounds crew.
- Assures that the grounds crews' personal appearance, actions, and demeanor present an appropriate image to client families.
- Maintains a safe working environment by training the staff in proper techniques and use of safety equipment.
- Assures that the site complies with OSHA and EPA regulations and that the employees comply with appropriate regulations.
- Maintains proper inventories of equipment, supplies and merchandise and safety equipment.
- Assures that all equipment is cleaned and properly maintained.
- This is a hands-on supervisory position that will manage the maintenance operations of all cemeteries within a given market.

- Manage landscape contracts and contractors to ensure compliance with company standards.
- Manage overall care of cemeteries to include: application of chemicals, mulch and pruning of greenery.
- Maintain effective working relationships including communications with management and Staff.
- Document employee performance and disciplinary issues and make recommendations to management for course of action.
- Responsible for completing and submitting paperwork to appropriate department or manager.

Manages site preparation for services.

QUALIFICATIONS:

1. Graduation from an accredited college or university with an Associate's Degree in Business Administration; and considerable experience in cemetery operations; or
 - Grounds supervision experience is strongly preferred
 - Minimum 5 years cemetery grounds experience is strongly preferred
 - Strong work ethic and ethical businesses practices are a must
 - Bilingual in Spanish is a plus

SALARY & BENEFITS

Comprehensive benefits package, including medical, dental, life insurance, and 401(k) with a company match.