



Jefferson Memorial

Cemetery, Funeral Home, Crematory & Arboretum

JOB OPPORTUNITY

SEEKING GROUNDS MAINTENANCE WORKER

Jefferson Memorial Cemetery, Funeral Home, Crematory & Arboretum is a family-owned company located Pittsburgh, Pennsylvania. The cemetery has an immediate opening for a talented individual to join our team. The Grounds Maintenance Worker is responsible for maintaining cemetery grounds and prepares graves, grave areas including and not limited to grave excavation; burial functions (opening/closing for interments, entombments, inurnments, disinterment); lawn sodding, seeding, fertilizing; marker setting; manual and mechanical earth moving and lawn care equipment operation; cemetery cleanup.

Position Requirements:

- Reports to the Foreman and/or Assistant Foreman
- Operate hand-held tools and equipment including but not limited to a shovel, pick, rake, sledgehammer, lawn mower, weed trimmer, leaf blower, chain saw and pump
- Operate mechanical equipment including and not limited to a dump truck, tractor, utility vehicle, marker trailer, dump trailer, jack hammer, tamper and backhoe
- Use accurately various measuring devices (i.e. tape measure, yard stick, etc.)
- Communicate effectively with fellow workers, contractor personnel and client families
- Ability to lift heavy objects of 30 lbs. or more
- Minimum six months' experience operating standard cemetery equipment
- Valid driver's license: Acceptable driving record and applicable license(s) to operate equipment and vehicles
- High School degree or equivalent



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General Duties and Responsibilities:

- Daily operations of cemetery activities including completing work orders, preventative maintenance, and cemetery repairs
- Perform opening & closing for burials, entombments, and inurnments, as well as filling tamping and seeding of the graves
- Follow all Company safety rules
- Set, install, and assemble foundations and memorials
- Locating, marking, and digging graves for funerals; preparation of graves precisely for outer burial container placement
- Handle and complete valid Client Family work orders and complaints that pertain to individual grave and marker maintenance
- Overseeing maintenance and repair of cemetery grounds, memorials, cemetery roadways, including mowing, weed whipping and removal of snow; repairing and replacing signs; trimming trees; and removal of debris from cemetery, including leaves, limbs, trash and old/faded cemetery decorations and flowers
- Perform interment verification procedures
- Prepares the 25-foot burial radius area to ensure it is clean and well-ordered
- Ensure cemetery operations comply with State laws and local ordinances
- Maintain a clean and orderly work area
- Wash vehicles and equipment as requested or needed
- Maintain and protect Company assets by performing regular preventive maintenance including machines, equipment, and facilities
- Perform other duties as assigned by Management

ABOUT JEFFERSON MEMORIAL

Founded in 1929, Jefferson Memorial is a full-service cemetery and funeral home with an on-site crematory and Level II arboretum accreditation. Family-owned and operated for nearly 95 years, we proudly serve all communities within the South Hills and Greater Pittsburgh area as one of the largest, most beautiful privately-owned cemeteries in the United States.