

GUAM VETERANS CEMETERY MAINTENANCE SUPERVISOR**NATURE OF WORK:**

Supervises and participates in skilled work involved in the operation and maintenance of the Guam Veterans Cemetery. Employees in this class supervise skilled and semi-skilled maintenance personnel and involve frequent contact with families and individuals in various stages of bereavement.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Supervises the maintenance and upkeep of the Guam Veterans Cemetery facilities ensuring compliance to the National Cemetery Administration standards.

Supervises Cemetery Workers performing interment functions to include the opening and closing of graves, transporting and placement of caskets and urns, setting and alignment of headstones and niche covers, appearance of interment sites.

Oversees the cemetery grounds maintenance to include seeding, fertilization, application of herbicides and pesticides and care of trees and shrubs.

Coordinates and schedules work with volunteers from the armed forces, non-profit organizations, veterans service organizations, Department of Corrections Inmates and Court-Ordered community service workers.

Oversees the maintenance shop ensuring safe use of equipment, proper material condition and handling, and storage of supplies, tools, and equipment to include ordering supplies, tools, and equipment.

Fabricates and utilizes unique equipment for cemetery operations using various tools such as woodworking equipment and common hand tools.

Operates backhoe, dump truck, tractors, mowers, utility vehicles and various power equipment such as chainsaws, trimmers, and blowers.

Establishes and maintains preventive maintenance program for vehicles and equipment.

Applies and enforces safe work practices, conduct safety training and maintain records.

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Provides assistance and information to veterans and their families, government officials, military personnel, veterans' organizations, civil groups, funeral directors and the public.

Performs related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the standard principles, methods, practices, techniques, tools, and equipment used in the maintenance and repair of building structures, electrical, machinery, and mechanical equipment.

Knowledge of the Guam Veterans Cemetery policies and procedures.

Knowledge of the National Cemetery Administration policies and procedures.

Knowledge of turf management programs and resources, facilities and equipment maintenance.

Knowledge of industrial safety practices.

Knowledge of bereavement process.

Ability to supervise the work of others.

Ability to estimate the time and material costs of work projects.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to evaluate operational effectiveness and recommend changes to improve operations.

Ability to operate light, large and heavy equipment for complex and delicate tasks.

Ability to apply and enforce safe work practices.

Ability to collect data, prepare reports and maintain records.

Ability to establish and maintain working relationships with others.

Ability to respond tactfully and appropriately to stress related behaviors.

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Ability to communicate effectively, orally and in writing.

Skill in the maintenance and repair of building structures, machinery, electrical, and mechanical equipment.

Skill in the operation of light, large and heavy equipment.

MINIMUM EXPERIENCE AND TRAINING:

- A. Four (4) years of experience in the operation, maintenance and repair of cemetery structures, machinery, electrical and mechanical equipment including two (2) years experience at the skilled level; **OR**
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities or skills.

NECESSARY SPECIAL QUALIFICATIONS

Possession of a valid chauffer's license.

ESTABLISH: MAY 2010

PAYGRADE: K


STEP 1: \$24,656

STEP 10: \$36,984

HAY EVALUATION:	KNOW-HOW:	D 1 2	175
	PROBLEM SOLVING:	D 3 (29%)	50
	ACCOUNTABILITY:	C 2 C	<u>57</u>
	TOTAL POINTS:		282



FELIX P. CAMACHO
GOVERNOR OF GUAM



LOURDES M. PEREZ, DIRECTOR
DEPARTMENT OF ADMINISTRATION