

GUAM VETERANS CEMETERY WORKER

NATURE OF WORK:

This is semi-skilled work involved in the preparation and maintenance of gravesites and surrounding grounds at the Guam Veterans Cemetery.

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.)

Prepares gravesites in accordance to the National Cemetery Administration standards.

Prepares committal shelters for services; arrange chairs and flowers; provide blankets as needed to ensure the comfort of mourners; raises and lowers flags; operates speaker system equipment.

Transports caskets to gravesite utilizing a casket-lowering device; insert vault liners when necessary, lowers and covers caskets with sand and soil. Transport caskets to crypts utilizing a casket-lift device; insert caskets into crypt, mount and seal crypt cover.

Prepares columbarium for urn placement; removes cover and cleans niche; places urn into niche and reseal.

Surveys burial sites to ensure proper alignment of graves and headstones; aligns and sets headstones and vault niches; and performs periodic re-alignment.

Maintains cemetery grounds; sows and mows grass; trims weeds from around headstones, buildings and flower beds; applies fertilizers and herbicides; plants flowers, shrubs and trees; trim and prunes shrubs and trees. Removes debris from roads, parking lots, walkways and building entrances.

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

Cleans and maintains facilities. Perform basic preventive maintenance and minor maintenance repair on equipment and record servicing data and repairs.

Applies safe work practices on the job.

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Provides assistance and information regarding cemetery operations, regulations and location of gravesites 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 landscaping, including methods of soil preservation.

Knowledge of grounds keeping methods and practices.

Knowledge of turf management processes to include fertilizer, pesticides and herbicides.

Knowledge of industrial safety practices.

Knowledge of cemetery operations relating to burial preparations, procedures, and services.

Knowledge of bereavement process.

Ability to operate light, large and heavy equipment.

Ability to operate grounds maintenance equipment.

Ability to utilize survey transit and related equipment to align graves and headstones.

Ability to apply herbicides, fertilizer and pesticides.

Ability to perform routine preventive maintenance on equipment and mechanical equipment.

Ability to perform minor maintenance repairs to facility structures.

Ability to apply safe work practices.

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Ability to prepare reports and maintain records.

Ability to establish and maintain working relationships with others.

Ability to respond tactfully and appropriately to stress related behaviors.

Ability to communicate effectively, orally and in writing.

Ability to work outdoors in all weather conditions for long periods of time.

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. Two (2) years of experience in the maintenance and repair of cemetery structures, machinery, electrical and mechanical equipment; **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: H

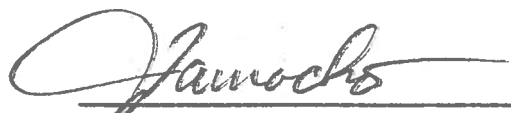
STEP 1: \$19,974

STEP 10: \$29,962


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HAY EVALUATION:	KNOW-HOW:	C 1 2	115
	PROBLEM SOLVING:	C 3 (25%)	29
	ACCOUNTABILITY:	C 1 C	<u>38</u>
	TOTAL POINTS:		182



FELIX P. CAMACHO
GOVERNOR OF GUAM



LOURDES M. PEREZ, DIRECTOR
DEPARTMENT OF ADMINISTRATION