



Coachella Valley Public Cemetery District  
**Recruitment Bulletin**  
**GROUNDSDKEEPER**

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November 2024

FLSA Status: Non-Exempt  
Range: 28  
Hourly: \$26.28 to \$31.94  
Monthly: \$4,554.00 to \$5,536.00  
Yearly: \$54,653.00 to \$66,431.00

Do you have experience with grounds and facilities maintenance? Do you have experience with concrete and forms? Can you work with others and maintain safe work practices? The Coachella Valley Public Cemetery District is looking to hire one (1) full-time Groundskeeper and to develop a qualified candidate list for future hires.

This position works under general supervision and is responsible for participating in the maintenance of graves, monuments, and related cemetery grounds and facilities; escorting processions to gravesites; assisting in the day-to-day operation and maintenance of the cemetery grounds and buildings; and performing related work as required.

**IDEAL CANDIDATE**

- Accurately completes all work according to procedures and standards.
- Takes pride in one's work and appearance.
- Works effectively and positively with the team and a diverse community base.
- Focused on the safety of self, team, and the public.
- Demonstrates skills in working effectively and efficiently, good interpersonal skills, and teamwork oriented.
- Keeps track of daily assignments.
- Be compassionate and respectful.
- Enjoys a challenge.
- Requires professionalism and basic customer service skills.

**CORE COMPETENCIES**

- Accountability - The willingness to accept responsibility for themselves.

- Attention to Detail - The ability to achieve thoroughness and accuracy when accomplishing a task.
- Change Resiliency - Quickly and effectively understand and adjusts to new roles, challenges, and changes in their work environment and in the jobs.
- Communication - To effectively convey and exchange thoughts, options, or information verbally or in writing.
- Inclusiveness - Respects and values working in a diverse environment.
- Interpersonal Relations and Skills - Builds relationships based on mutual trust and respect.
- Results Orientation/Execution - Manages time/priorities effectively.
- Safety - Works to comply with safety regulations and helps to promote safety consciousness.
- Teamwork - The process of working collaboratively with a group of people to achieve a goal.
- Time Management/Organization - Plans and executes plans for events, tasks, or processes in an efficient manner.

This recruitment is for one (1) full-time vacancy.

#### **Examples of Duties:**

- Performs a variety of semi-skilled duties in the care and maintenance of District facilities and equipment, including general janitorial work.
- Maintains cemetery site, grave headstones; pours concrete and participates in the removal, installation and maintenance of headstones; positions designators to ensure proper placement of headstones; levels existing headstones.
- Operates equipment required to level, install, and remove headstones, including cement mixers, tractors, winches, and basic hand tools.
- Cares for the general cleaning of facilities; regularly cleans office and workspace, including vacuuming, mopping, cleaning counter tops, window cleaning, and other general cleaning required to maintain a presentable and safe workspace; cleans public restrooms.
- Performs basic preventative maintenance on facilities; replaces air filters, light bulbs, water filters, and other routine services.
- Helps with ingress and egress of services, including basic parking and traffic directions.
- Responds to requests and inquiries from the public and answers questions or refers to supervisor, as necessary.

## OTHER DUTIES

- Performs related duties as assigned.

## QUALIFICATIONS:

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

### **Education:**

High School diploma or GED.

### **Experience:**

Two (2) years of experience in construction, general maintenance, janitorial, groundskeeping or in a skilled trade.

### Licenses, Certifications and other Requirements:

- Possession of, and ability to maintain, a valid California Driver's license.

### Knowledge of:

- Techniques, tools, and materials used in the maintenance of District grounds, infrastructure, and facilities.
- Safe and effective maintenance and minor upkeep of District facilities.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Traffic control procedures.
- Safe driving rules and practices.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Basic mathematics.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively dealing with the public, vendors, contractors, and District staff.

### Ability to:

- Safely and effectively use and operate hand tools, mechanical equipment, light vehicles and equipment required for the work such as tractors, winches, power tools, and related equipment.
- Read and maintain cemetery plot maps, and other cemetery records.
- Perform routine facility maintenance and repair.
- Maintain accurate logs, records, and basic written records of work performed.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Make accurate arithmetic calculations.

- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone or radio, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, and procedural guidelines.
- Provide basic customer service while maintaining and fostering friendly and collaborative work environments and relationships with the public and staff.

### **WORKING CONDITIONS:**

#### **Work Environment:**

- Standard indoor office setting, with the use of standard janitorial equipment, including normal levels of noise characteristic of an office.
- External cemetery grounds environment.

#### **Physical Demands:**

- Mobility to work in the field.
- Strength, stamina, and mobility to perform medium to heavy physical work.
- Operate varied hand and power tools and basic construction equipment.
- Operate motor vehicle and visit various District sites.
- Ability to read and revise materials both in print and on a computer screen.
- Ability to communicate in person and over the telephone or radio.
- Frequent walking in operational areas to identify problems or hazards.
- Ability to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment.
- Bend, stoop, kneel, reach, and climb to perform work and inspect work sites.
- Ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment.

### **BENEFITS INFORMATION:**

Effective August 1, 2021

Cafeteria Plan: \$1,800/month

Health Insurance: CalPERS Medical

Dental and Vision Insurance

Life Insurance

Section 125 Plan

Medical/Dependent Care FSA

Ancillary Benefits: Accident, Cancer, Critical Illness

Retirement: CalPERS Retirement (Classic 2%@60, PEPRA 2%@62)

Vacation: 10-15 days annually. Vacation accruals are capped at 640 hours.

Sick Leave Accrued: Per California Law. Sick leave accruals are capped at 200 hours.

Holidays: 13 paid per year

State Disability Insurance

## **SELECTION PROCESS**

The deadline to apply is December 17, 2024, before 11:59 PM PST.

Qualified candidates are invited to submit their recent (within the past 10 years) experience and demonstrated career accomplishments relevant to this position by emailing their resume to [employment@cvpcd.org](mailto:employment@cvpcd.org).

Each candidate's background will be evaluated on the basis of information submitted, qualified candidates will be asked to complete a job application and participate in a preliminary remote interview.

Only the most qualified candidates will be invited to an Oral Panel interview if held. Only the names of the most qualified candidates who pass the panel interview process will be submitted to the General Manager for consideration for final selection.

Successful candidates will be required to complete a background check, pre-employment physical, and drug screen.

Additional inquiries may be directed to Joshua Bonner, [employment@cvpcd.org](mailto:employment@cvpcd.org). The District is not responsible for the failure of internet forms or email transmission in submitting your application. Candidates who may require special assistance in any phase of the application or selection process should advise us by emailing [employment@cvpcd.org](mailto:employment@cvpcd.org).

CVPCD is an Equal Opportunity Employer.