



# Coachella Valley Public Cemetery District Classification Specification

## MAINTENANCE TECHNICIAN

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July 2023

FLSA Status: Non-Exempt  
Range: 33  
Hourly: \$29.74 to \$36.14  
Monthly: \$5,154.00 to \$6,265.00  
Yearly: \$61,851.00 to \$75,180.00

### **DEFINITION:**

Under the direction of the Cemetery Services Manager, performs full range of duties in the preservation and restoration of District infrastructure, systems, and facilities, and in maintenance and upkeep of District grounds and of graves, monuments, and related cemetery sites and locations; directs and assists with funeral processions; responds to questions and requests for assistance from District visitors and public; utilizes a variety of equipment and tools, including mowers, trimmers and backhoes; maintains accurate maps, logs and records of work performed; performs other duties as assigned.

### **ESSENTIAL DUTIES:**

- Performs a variety of semi-skilled and journey-level skilled duties in the maintenance and repair of designated District facilities, utilities and equipment including tasks in electrical work, construction, plumbing, painting, locksmithing, carpentry and welding; respond to work orders and organizational needs in a timely and efficient manner; implements maintenance schedules and project priorities as directed.
- Repairs, makes alterations, renovates and conducts maintenance of various wood structures, utilizing hand tools and woodworking equipment; performs preventive maintenance on equipment and utilities including replacing and servicing parts and components; troubleshoots, repairs, cleans or replaces switches, receptacles, valves, coils, belts and motors.
- Prepares cemetery sites for grave headstone installation; pours concrete and participates in the opening and filling of graves; positions designators to ensure proper placement of headstones; meets and assists the public in locating grave sites; escorts processions to grave sites and directs traffic as necessary; assists with setup for openings and closings for interments; erects tents and canopies and arranges chairs for graveside ceremonies.
- Assists with the maintenance and repair of electrical systems and fiber optic circuits, as assigned; installs, maintains and replaces light bulbs, wiring and fixtures as appropriate.

- Inspects, reviews and examines metal objects to be welded; measure and lay out materials to be joined according to specifications and by utilizing skilled judgments; applies, paints, varnishes, enamels, lacquers and other protective and decorative finishes.
- Arranges, sets, fits and welds fabricated cast and forged components in assembling structural forms such as machinery frames and parts, furniture, gates, fences, locks, and variety of other equipment and metal items.
- Expedites general maintenance requests; responds to emergency repair needs as requested; plans, organizes, lays out assigned tasks; estimates material and labor cost; maintains various records, including preventative maintenance records.
- Operates a variety of equipment including welders, meters, tractors, power saws, electric scissor lifts, jackhammers, mixers and various hand and power tools; utilizes backhoes, dump trucks, mowers, trimmers, tractors, golf carts and other related equipment; inspects the cemetery roads and property for damage and takes remedial action.
- Monitors and coordinates with vendors in the fertilizing, irrigation, spraying, weeding, mulching, mowing, and repairing of the District grounds.
- Maintains accurate maps, logs and records of work performed.
- 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, 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:**

- Practices and procedures used in weed abatement, irrigating, fertilizing, and spraying of plants, turf, and trees.
- Techniques, tools, and materials used in the maintenance and repair of District grounds, infrastructure, systems, and facilities,
- Safe and effective operation, maintenance, and minor repair of a variety of hand and power tools, vehicles, and light to heavy power equipment.
- Operational characteristics of specialized maintenance and repair equipment.

- Safety equipment and practices related to the work, including the handling of hazardous chemicals and pesticides.
- 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.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Basic mathematics.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Safely and effectively use and operate hand tools, mechanical equipment, light to heavy vehicles and equipment required for the work such as dump trucks, backhoes, power tools, and related equipment.
- Read and maintain cemetery plot maps, and other cemetery records.
- Perform routine equipment 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 world-class customer service while maintaining and fostering friendly and collaborative work environments and relationships with the public and staff.

**WORKING CONDITIONS:**

Work Environment:

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- Standard indoor office setting, with the use of standard office equipment, including a computer with 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.
- Work in confined spaces and around machines.
- Operate varied hand and power tools and 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.