



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## VETERANS CEMETERY CARETAKER I

Job Number: 20000620

Job Code: 21140V230916

Job Group: 2100 - MILITARY & EMERGENCY PREPAREDNESS

Job Established: 12/01/2003

Job Revised: 09/16/2023

Grade: 09 Salary (MIN - MID):

\$14,036-\$21,054 - Hourly

\$2,280.86-\$3,421.28 - 37.5 Hr. Monthly Salary

\$2,432.92-\$3,649.36 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

At the beginning level performs duties associated with upkeep and maintenance of a state veteran's cemetery including facility, grounds, and equipment maintenance. Learns stages in burial operations and assists in the installation of grave sites setup; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

High school graduate.

#### **EXPERIENCE, TRAINING, OR SKILLS:**

Must have one year of experience in cemetery caretaking, grounds maintenance, golf course greens keeping, landscaping, farming, military service or other related experience.

#### **Substitute EDUCATION for EXPERIENCE:**

College courses or technical training in horticulture or a related field will substitute for the required experience on a year for year basis.

#### **Substitute EXPERIENCE for EDUCATION:**

NONE

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must possess and maintain a valid driver's license to qualify for employment in this job classification. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this job classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Under supervision performs facility, grounds, and equipment maintenance and possesses basic familiarity with cemetery trade practices. Edges all roads and walkways and ensures roads and walkways are clean and free of debris. Learns stages in burial operations. Learns to install and operate casket- lowering devices at gravesites. Learns to align and set headstones. Digs and squares graves. Cleans headstones with chemical solutions and brushes. Sets up and removes chairs, greens, and shelters for committal services. Operates small tractors, dump truck, Bobcat, pneumatic tamper, casket mover (Toro), and zero turn mowers. Receives and inspects headstones. Performs recurring maintenance on headstones. Maintains the cemetery grounds by operating a hand mower, string trimmer, or power mower. Posts military service flags and places urn table and casket carriage appropriately prior to service. Uses tools to trim walkways and flowerbeds. Seeds lawns, rakes leaves, and keeps grounds free of other debris and trash. Accurately mixes and applies fertilizer, herbicides, and insecticides. Plants, transplants, cultivates, and waters flowers, shrubbery, and trees. Assists in pruning and trimming shrubbery and trees to shape and improve growth. Shovels snow from walks and roadways and spreads salt on passageways. Performs basic operator maintenance on all equipment. Cleans administrative and maintenance areas using vacuums, buffers, common cleaners, and disinfectants. Makes minor repairs to the facility such as painting, and performing minor carpentry duties.

**UNIQUE PHYSICAL REQUIREMENTS:**

Work typically involves heavy lifting, bending and stooping. Exposed to loud noises and sharp objects.

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed outdoors in all types of weather conditions. Operates power equipment and handles pesticides.

**ADDITIONAL REQUIREMENTS:**

Upon employment, employees in this job classification may be required to drive a licensed vehicle. Applicants and employees in this job classification may be required to submit to a drug-screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.*