

Veterans Cemetery Caretaker 1*

Job Class: 062244
Min Salary: \$2581 Monthly

LOCATION

West Tennessee State Veterans
Cemetery 4000 Forest-Hill Irene Rd.
Memphis, TN 38125

SUMMARY:

The Cemetery Caretaker 1 performs skilled grounds maintenance work. This classification functions as an individual contributor under direct supervision. An employee in this class performs a variety of cemetery grounds maintenance work such as mowing grass, laying out grave sites, setting and maintaining headstones, applying fertilizers and insecticides. This class differs from Veterans Cemetery Caretaker 3 in that the incumbent of the latter functions as a lead.

*An applicant appointed to this flexibly staffed class will be reclassified to the next higher class in the series after successful completion of a mandatory one-year training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

RESPONSIBILITIES:

1. Learns to perform cemetery grounds maintenance duties including mowing lawns, trimming hedges and vegetation around monuments, beds and buildings, maintaining flower beds, removing wilted floral arrangements, collecting and disposing of debris, and cleaning headstones to maintain the dignity and appearance of the veterans cemetery.
2. Learns to assist the equipment operators with opening the graves, preparing the lowering device and lowering the casket into the grave, dressing and leveling the gravesite, and setting the Temporary Marker in line with adjacent markers. Acts as a safety spotter during burial operations to ensure all procedures are completed safely and with proper respect.
3. Learns to prepare grounds for headstone placement and assists with setting headstones in accordance with National Cemetery Administration standards, ensuring proper alignment, spacing, and uniformity to maintain the cemetery's dignified appearance.
4. Learns to follow daily schedule and coordinates tasks with other cemetery leads.
5. Learns to prepare and apply proper chemicals for grounds to include fertilizers and pesticides.
6. Learns to review the job board safety and policy updates regularly.
7. Learns to operate tools, devices, and equipment according to safety rules and regulations. Checks that personal protective equipment (PPE) is in good working condition and is used accordingly.
8. Learns to work outdoors in all weather conditions including precipitation (rain, snow, sleet), temperature extremes (heat and cold), and high winds to ensure cemetery grounds are properly maintained year-round.
9. Additional duties as assigned or delegated.

QUALIFICATIONS:

Education and Experience: Education equivalent to graduation from a standard high school or experience equivalent to one-year full time cemetery or grounds maintenance work or one year full time as a Veterans Cemetery Caretaker 1, with the State of Tennessee.

Applicants for this class must possess a valid driver's license.
Applicants must be able to lift >50 lbs. of materials and equipment.

COMPETENCIES & KSAs:

Required competencies.

1. Action Oriented (F2)
2. *Situational Adaptability (F4)
3. Customer Focus (F1)
4. Resourcefulness (F2)
5. Collaborates (F3)

Knowledge

1. Customer and Personal Service
2. Mechanical
3. English Language
- 4.
- 5.

Skills

1. Active Learning and Listening
2. Coordination
3. Mathematics
4. Time Management
5. Equipment Maintenance

Abilities.

1. Spatial Orientation
2. Auditory Attention
3. Depth Perception
4. Multilimb Coordination
5. Prolonged Stamina

TOOLS & EQUIPMENT:

1. Heavy and Light Equipment
2. Equipment Implements and Attachments
3. Power and Hand Tools
4. Personal Protective Equipment
5. Office Equipment

How to Apply:

Submit a resume or letter of interest to Mark Moore, mark.moore@tn.gov or apply [here](#).