

# Operations Representative Full Time

Date: 6/13/2017

## Catholic Cemeteries of the Archdiocese of Omaha

**Catholic Cemeteries is looking for an Operation Representative to provide general landscaping, burial preparation / funeral work, and property grounds maintenance. This will include a variety of tasks including mowing, trimming, planting, watering, digging, and other duties.**

### General Information

<b>Position Title</b>	<b>Operations Representative</b>
Classification	Full-Time Regular
Hours / Shift	40 hours per week, 7am-4pm (1 hour lunch) <b>Tuesday-Saturday</b>
Compensation	Hourly, Non-Exempt (Excellent Benefits Package)
Supervisor	Operations Manager; Cemetery Caretakers
Location	Calvary / Resurrection Cemeteries - 7710 West Center Rd Holy Sepulchre Cemetery – 4912 Leavenworth St. Mary Magdalene / St. Mary Cemeteries – 5226 S 46 <sup>th</sup> St

### Description

#### PRINCIPAL DUTIES AND RESPONSIBILITIES

- Perform landscaping and ground maintenance, including the following: mowing, trimming, sod laying, planting, weeding, watering, fertilizing, chemical spraying, digging, or raking by using hand/power tools and other equipment
- Plans, plants, and cultivates lawns, gardens, and mulch areas
- Keeps the entire property free of litter, cigarette butts, and other trash and hazards
- Follows all safety practices and procedures, especially regarding chemicals and powered equipment
- Maintain equipment, tools, and performs light building maintenance
- Ensure completion of all responsibilities in a timely and efficient manner
- Keep cemetery shops and all related equipment clean, organized, and stored properly
- Provide excellent customer service to all cemetery guests, vendors, and internal staff
- Maintain professional appearance, reliable attendance, attention to detail, and high-quality work
- Professionally represent the Cemeteries in assisting client families, guests, funeral directors, and the general public at assigned funeral committal services
- Assist in the preparation, digging, set-up, completion, tear-down, and back filling of committal services using proper cemetery procedures
- Assist in the installation of family-owned granite / bronze memorial markers, monuments, and vases
- Basic concrete finishing work
- Perform other duties as assigned

## WORK ENVIRONMENT

- Year-round outdoor and indoor work
- Requires driving of work vehicles, tractors, mowers, and trailers
- Exposure to weather extremes, dust, pollen, chemicals
- Tobacco, Alcohol, and Drug Free Work Place
- Uniforms Provided

## Requirements

### KNOWLEDGE, SKILLS, AND ABILITIES (REQUIRED)

- Enthusiastic worker with an openness and desire to learn new skills
- Ability to follow policy and safety procedures; maintain confidential information
- Ability to safely operate and control various equipment and machinery. Such as weed eaters, trimmers, commercial mowers, tractors, trucks,
- Ability to climb ladders, use scissor lifts and work at heights of up to 25 feet
- MUST have the ability to lift, push, or pull items up to 75 lbs and team lift up to 100 lbs..
- Ability to work either with a team or independently with little direct supervision
- Ability to count and track inventory
- Troubleshooting, applying appropriate solutions, and following through to ensure completeness of work
- Flexibility in responding to day-to-day work requirements and a varied work schedule or assignments
- Ability to read Basic Roman Numerals
- Mathematical competence to calculate basic weights and measurements (metric and standard)

### EDUCATION AND EXPERIENCE (PREFERRED)

- Experience working in cemeteries, golf courses, grounds or lawn maintenance is preferred
- Experience performing residential or commercial building maintenance is preferred
- Experience in light construction, automotive, or farming is preferred

### EMPLOYMENT CRITERIA (REQUIRED)

- Pre-Employment physical examination, including Drug Screen is **REQUIRED**
- 18+ years old
- Valid driver's license and acceptable driving record
- Pre-Employment background check
- Steel Toe Shoes to be worn during all work hours
- Will work the entire Memorial Day Weekend, including Memorial Day Monday

Qualified individuals can obtain an application form at the Catholic Cemeteries, 7710 West Center Rd.  
Omaha NE 68124