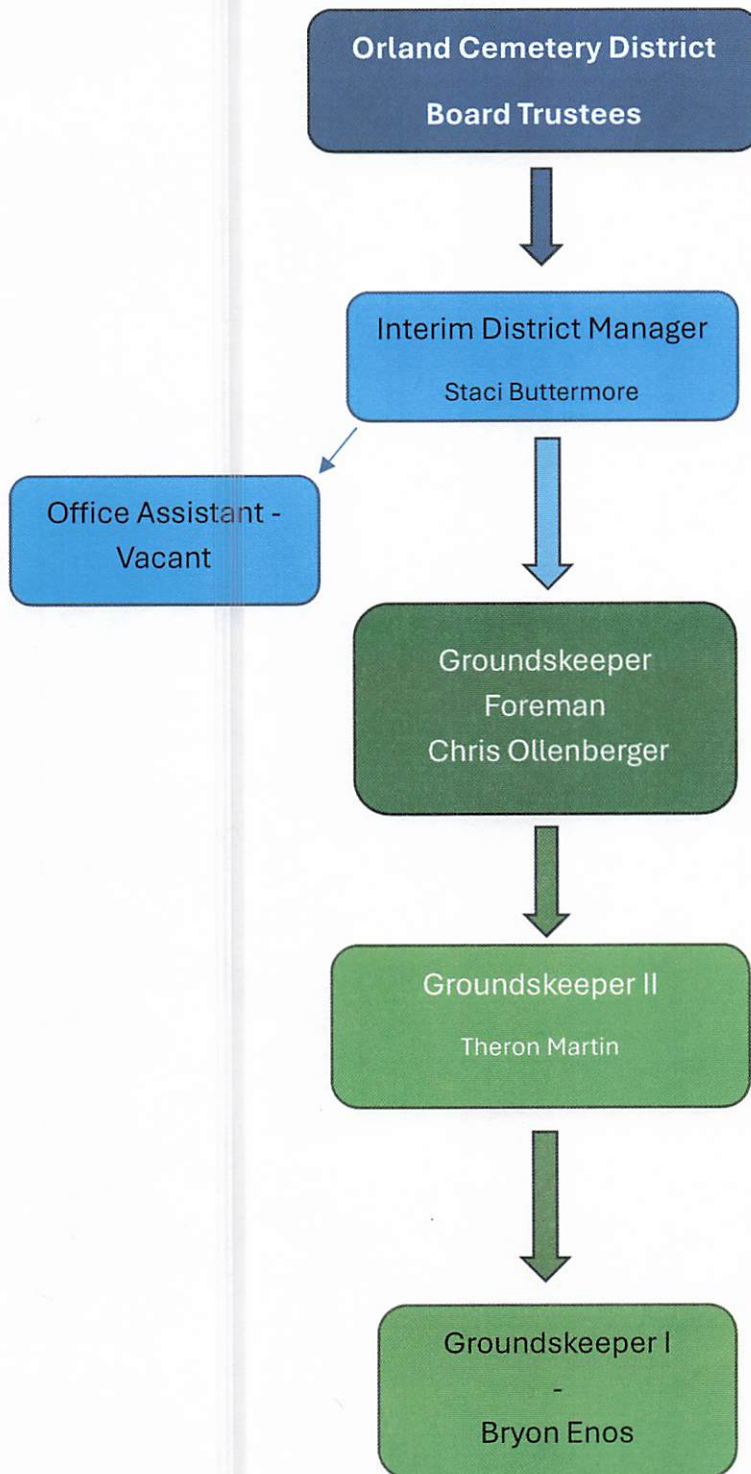

Orland Cemetery District Organization Chart



**ORLAND CEMETERY DISTRICT
DISTRICT MANAGER**

DESCRIPTION:

Definition:

The District Manager is the Chief Administrator of the Orland Cemetery District and is responsible for direct operations, functions, facilities, services, and administrative affairs of the Orland Cemetery District.

Distinguishing Characteristics:

The District Manager is directly responsible to the Board of Trustees for implementation and adherence to Board policy and rules and regulations. The District Manager will receive an annual evaluation (June) by the Board of Trustees. The evaluation will be held in a closed session meeting pursuant to Health and Safety Code 54957. The District Manager serves at the will of the Board of Trustees of the Orland Cemetery District and is subject to the provisions set forth by District policies, state, and local law.

ESSENTIAL FUNCTIONS/DUTIES:

Duties may include, but are not limited to, the following:

- Supervises through subordinates the overall program of maintenance, construction and beautification of the District grounds and facilities.
- Supervises all activities involved in sales and services including financial and clerical procedures.
- Supervises the personnel program for the District, including the administration, review and recommend revision of personnel policies and procedures to the Board of Trustees. Evaluates personnel annually, in writing, and maintains all personnel files.
- Recruits, hires, trains, disciplines, and terminates personnel, as needed, for the successful operation of the District, subject to the personnel policies of the District.
- Analyzes the classification and salary and fringe benefit program and presents recommendations to the Board of Trustees for updating annually.
- Prepares annual District budget, Capital Improvement Budget and exercises budgetary controls and supervision to insure proper expenditure of funds through the year.
- Prepares Board meeting agenda, minutes and monthly reports of District activities.
- Conducts studies and makes recommendations to the Board of Trustees involving District policy and procedures.
- Investigates complaints and inquiries concerning the District.
- Develops training and safety programs.
- Maintain District Website.

- Attends all Board of Trustee meetings, unless otherwise excused. Prepares and presents oral and written reports to the Board of Trustees regarding District activities.
- Other duties as assigned by the Board of Trustees.
- Advocates for the Orland Cemetery District
 - *May participate, by decision of the Board of Trustees, in various associations such as P.C.A, and C.A.P.C. with the support, freedom and financial support to hold board or officer positions with the various groups.*
- Public Relation Representative for the Orland Cemetery District within the Orland community.

EMPLOYMENT STANDARDS/QUALIFICATIONS:

Education:

Any combination equivalent to experience and education that could likely provide the required knowledge, skill and ability is qualifying. A typical way to obtain the knowledge, skill and ability would be:

- Possession of a High School diploma or equivalent (GED or High School Proficiency Examination).
- A bachelor's degree in public administration or business administration is preferred or;
- Five (5) years of increasingly responsible work experience in a management or administrative position in a public agency or;
- Successful completion of four (4) years of college level courses or; any combination of course work and experience where two (2) years of experience in a supervisory position in the cemetery or other business industry is substituted for one (1) year of course work.

Requirements/License:

1. *May be required to be bonded.*
2. Must possess and maintain a valid California Driver's License and a clean driving record.
3. Valid Typing Certificate – 45 words per minute minimum. Certificate must have been issued within the current calendar year.

KNOWLEDGE & ABILITY:

Knowledge of:

- Principles and practices of public administration including administrative analysis, fiscal planning, management and control, and policy and program development.
- Office management principles, methods, and procedures.
- State and local laws and regulations relating to the operation of a public cemetery district.

- Engineering principles and practices as applied to the field of public cemetery district operations, including design and construction and operation and maintenance.
- Organization, operations, and problems of Special Districts.
- Principles of budget development, expenditure control, including capital improvement budgets.
- Public press relations.
- Principles of employee supervision, management, and public administration.

Ability to:

- Plan, lay-out, coordinate and control through subordinates the maintenance and operation of a cemetery district.
- Analyze and solve problems of organization and management.
- Prepare reports and make recommendations on the setting of District policies.
- Train and supervise the work of subordinate personnel.
- Establish cooperative and effective working relations with subordinates, public groups and organizations, District Trustees, and other governmental agencies.
- Analyze and interpret fiscal and accounting records and data and prepare reports.
- Devise and implement new and improved accounting and record-keeping procedures.
- Speak and write effectively.

ENVIRONMENTAL & FUNCTIONAL FACTORS:

Incumbents are expected to work inside or outside of buildings; to work in the heat or in the cold; to work either alone or closely with others; be able to reach above shoulders; have enough dexterity to manipulate a variety of landscaping or maintenance tools and equipment; be able to move about including bending, stooping, squatting, twisting, reaching, working on irregular surfaces, and kneeling for significant periods of time; be able to hear well; be able to see things up close or far away and have depth perception; to drive a motor vehicle; to frequently lift and carry objects weighing up to fifty pounds; occasionally lift and carry objects weighing more than fifty pounds; work with machinery; work with, around or in water; work on or below the ground; work on irregular surfaces; work in close vicinity to human remains; and work under continued exposure to the sun.

This position is 40 hours per week, with occasional weekend and holiday work depending on burials and outreach events.

**ORLAND CEMETERY DISTRICT
ADMINISTRATIVE ASSISTANT
PART-TIME / FULL-TIME**

DESCRIPTION:

Definition:

Under the general supervision of the Office Manager or District Manager performs a variety of office support assignments. Assists the Office Manager in the development and implementation of office procedures and assists with customer service related to sales.

Distinguishing Characteristics:

This position is focused on assisting the Office Manager with administrative functions.

ESSENTIAL FUNCTIONS/DUTIES:

Duties may include, but are not limited to, the following:

- Assisting Office Manager or District Manager as needed.
- Assist families with service arrangements from start to finish.
- Accepts deposits for pre-needs/contracts and issues receipts.
- Answers the phone, greets, and assists the public.
- Provides information on location of plots, prices, and District Policies.
- Posts and updates plot maps, lot cards, burial cards, and ownership cards.
- Prepares burial records.
- Performs grave sales.
- Administrative duties include typing, proofreading, filing, checking data, and updating records.
- Assists with Wreath's Across America annual program.
- Assist with social media and web content.

EMPLOYMENT STANDARDS/QUALIFICATIONS:

Education:

- Possession of a High School diploma or equivalent (GED or High School Proficiency Examination).
- Two (2) years of increasingly responsible work experience in a management or administrative position in a public agency.
- Successful completion of four (4) years of college level courses or; any combination of course work and experience where two (2) years of experience in a supervisory position in the cemetery or other business industry is substituted for one (1) year of course work.

Requirements/License:

1. Must possess and maintain a valid California Driver's License and a clean driving record.
2. Valid Typing Certificate – 45 words per minute minimum. Certificate must have been issued within the current calendar year.

KNOWLEDGE & ABILITY:

Knowledge of:

- Office management principles, methods, and procedures.
- State and local laws and regulations relating to the operation of a public cemetery district.
- Organization, operations, and problems of Special Districts.
- Public press relations.

Ability to:

- Prepare reports.
- Establish cooperative and effective working relations with subordinates, public groups and organizations, District Trustees, and other governmental agencies.
- Speak and write effectively.
- Empathize with the emotional state of others.
- Relate effectively to people of diverse social and ethnic backgrounds.

ENVIRONMENTAL & FUNCTIONAL FACTORS:

Incumbents are expected to work inside or outside of buildings; to work in the heat or in the cold; to work either alone or closely with others; be able to reach above shoulders; have enough dexterity to manipulate a variety of landscaping or maintenance tools and equipment; be able to move about including bending, stooping, squatting, twisting, reaching, working on irregular surfaces, and kneeling for significant periods of time; be able to hear well; be able to see things up close or far away and have depth perception; to drive a motor vehicle; to frequently lift and carry objects weighing up to fifty pounds; occasionally lift and carry objects weighing more than fifty pounds; work with machinery; work with, around or in water; work on or below the ground; work on irregular surfaces; work in close vicinity to human remains; and work under continued exposure to the sun.

This position is 20 hours per week for part-time or 30-40 hours per week for full-time, with occasional weekend and holiday work depending on burials and outreach events.

**ORLAND CEMETERY DISTRICT
GROUNDS FOREMAN**

DESCRIPTION:

Definition:

Under the general supervision of the District Manager. This is the supervisory and advanced journey level position. Incumbents in this class are expected to work under minimal management supervision and instruction and to exercise considerable independent judgement and initiative while supervising and coordinating the work of Grounds Maintenance staff. In addition to the supervisory responsibilities, over sees the maintenance of District property, equipment maintenance, and facility maintenance to ensure cleanliness, safety, and orderly appearance. Coordinates, assigns, reviews, and participates in the work of Grounds Maintenance staff responsible for the burial of human remains. Plans, coordinates, and supervises groundkeepers in the work affecting efficient day-to-day operation of the Cemetery.

Distinguishing Characteristics:

This position is distinguished from Groundskeeper II and Groundkeeper I by its focus on projects, expansion, facility/building maintenance, bid processes and purchasing.

ESSENTIAL FUNCTIONS/DUTIES:

Duties may include, but are not limited to, the following:

- Plans, prioritizes, assigns, supervises, reviews, and participates in the work of grounds maintenance staff responsible for the burial of human remains, performance of grounds maintenance, landscape gardening, equipment and tool maintenance, and facilities maintenance.
- Interviews and selects staff, provides and/or coordinates training, collaborates with employees to correct deficiencies; and recommends and/or implements discipline.
- Participates in the development and implementation of goals, objectives, policies, and procedures, makes recommendations for changes and improvements to existing standards and procedures.
- Communicates with funeral directors and/or families to facilitate the safe procession of caskets to prepared gravesites, officiates the lowering of the casket or cremation into the ground or niche receptacle.
- Fill in for Office Staff or District Manager as needed. (Vacations/Sick Days/Training Etc.)
- Supervises and participates in the design and preparation of specifications for construction of District buildings, other facilities, and beautification projects.
- Designs, prepares plans and supervises the installation of irrigation systems.

- Maintains records and prepares reports on the use and condition of District grounds, facilities, and equipment.
- Supervises and participates in the digging of graves and setting up equipment for funeral services.
- Ensures the proper setting and maintenance of headstones, verifies headstones are following District policies.
- Sell burial plots and maintain maps and records of same.
- Ensures Grounds employee time records are current and accurate.
- Coordinates and Administers the District's Safety Program.
- Coordinates and Administers the District's BIT and DOT Program.
- Picks up District supplies.
- Keeps District Manager informed of cemetery operations, including status of projects and problems.

EMPLOYMENT STANDARDS/QUALIFICATIONS:

Education:

Possession of a High School diploma or equivalent (GED or High School Proficiency Examination).

AND

Experience:

Two (2) years of full-time experience performing duties comparable to the District Classification of a Groundskeeper I or Groundskeeper II.

Four (4) years of increasingly responsible, including supervisory and budgeting responsibilities.

License:

Must possess and maintain a valid California License and a clean driving record.

Possession of a Pest Control/Herbicide license is desirable.

*Possession of a California Class A. Driver's License and a clean driving record – includes \$2.00 an hour increase.

KNOWLEDGE & ABILITY:

Knowledge of:

- Full and comprehensive knowledge of the cemetery laws as outlined in the California Health and Safety Code.
- Cemetery District rules and regulations.

- Principles and practices of supervision, discipline, leadership, mentoring and training; team dynamics and team building.
- Proper methods of planting, cultivating, and caring for trees, shrubs, flowers, and grasses. Administer herbicides and other plant control methods, insect and disease control methods, rodent control methods.
- Cement work and general maintenance (basic plumbing, electric and painting) of buildings and grounds.
- Materials, equipment, and practices involved in grave layout, opening, and closing.
- Basic equipment maintenance methods and terminology.
- Irrigation system and maintenance repairs.
- Safe work practices; safe practices for operating power equipment; safe practices for operating motor vehicles.

Ability to:

Recognize and take proper precautions against plant, insect, and pest diseases; operate and supervise the operation of all types of ground maintenance and cemetery equipment; read and maintain cemetery plot maps, card files and other cemetery records; plan and supervise the work of others; understand and carry out oral and written instructions; operate all cemetery equipment: backhoe, tractor, lawn mowers, UTV etc.; establish effective working relationships with clients and visitors; relate effectively to persons of diverse social and ethnic backgrounds; empathize with the emotional state of others.

ENVIRONMENTAL & FUNCTIONAL FACTORS:

Incumbents are expected to work inside or outside of buildings; to work in the heat or in the cold; to work either alone, or closely with others; be able to reach above shoulders; have enough dexterity to manipulate a variety of landscaping or maintenance tools and equipment; be able to move about including bending, stooping, squatting, twisting, reaching, working on irregular surfaces, and kneeling for significant periods of time; be able to hear well; be able to see things up close or far away and have depth perception; to drive a motor vehicle; to frequently lift and carry objects weighing up seventy-five pounds; work with machinery; work with, around or in water; work on or below the grounds; work on irregular surfaces; and work under continued exposure to the sun.

This position is 40 hours per week, with occasional weekend and holiday work depending on burials and outreach events.

**ORLAND CEMETERY DISTRICT
GROUNDSKEEPER II**

DESCRIPTION:

Definition:

Under general supervision of District Manager or Groundskeeper Foreman, performs a variety of tasks related to the burial of human remains; performs general unskilled and semi-skilled grounds maintenance, landscape gardening, facilities maintenance, and repair work.

Distinguishing Characteristics:

The Groundskeeper II is a journey level position, specializing in the operation of heavy equipment. Incumbent works under minimal supervision and receives only occasional instruction or assistance as new or unusual situations arise and is fully aware of the operating procedures and policies within the grounds work unit. Incumbents at this level may provide lead direction and guidance to Groundskeeper I employees.

ESSENTIAL FUNCTIONS/DUTIES:

Duties may include, but are not limited to, the following:

- Performs burial tasks such as opening and closing graves using power and hand tools, digging and filling graves and lowering caskets.
- Serves as lead backhoe operator.
- Operates dump tractor and all lawn tractors.
- Operates and maintains power equipment and tools; cleans, oils, and sharpens clippers, mowers tractors, backhoe, and other equipment; and performs minor repairs to tools and equipment.
- Plants, fertilizes, trims and prunes shrubs and trees.
- Assesses and evaluates the condition of trees and other vegetation.
- Mows, edges, and waters lawn areas, rakes, sweeps, and picks up rubbish, flowers, and containers; removes tree stumps.
- Collects and empties trash, replaces light bulbs and other related maintenance duties.
- Designs, constructs, repairs and/or maintains a variety of District facility grounds such as retaining walls, fences, benches, and signs; replaces broken water pipes; paints surfaces and repairs irrigation systems.
- Transport, loads, and unloads supplies and equipment.
- Performs various types of concrete work, including setting of markers and monuments.
- Performs maintenance and janitorial services for the Districts Shop area; organizes tools and equipment in the shop area.
- Monitors District grounds and visitors for safety; and identifies, reduces, and eliminates safety hazards.
- Performs related duties as assigned.

In addition to the duties listed above, other duties may include the following:

- Maintains documentation of equipment inventory and maintenance.
- Administers and provides on-the-job training to District employees and volunteers.
- Monitors and reviews status of work performed by Groundskeeper I and keeps Groundskeeper Foreman informed of progress.

EMPLOYMENT STANDARDS/QUALIFICATIONS:

Education:

Possession of a high school diploma or equivalent (GED or High School Proficiency Examination).

AND

Experience:

One (1) year of full-time experience comparable to the district classification of a Groundskeeper I.

OR

Two (2) years of full-time experience in grounds maintenance and landscaping work.

License:

This classification requires incumbents to possess and maintain a valid California driver's license Commercial Class A and a clean driving record, to carry out job related duties. Individuals who do not meet this requirement due to a disability may request reasonable accommodation.

KNOWLEDGE & ABILITY:

Knowledge of: tools and equipment used in burial work; tools, materials, and equipment used in grounds and facilities maintenance work; basic grounds maintenance and landscaping techniques and methods; irrigation maintenance techniques and methods; basic plumbing, landscape electrical and painting practices; common plant types and problem symptoms; insect and disease control methods; rodent control methods; methods used to repair and maintain mechanical equipment; safe work practices; safe practices for operating power equipment; safe practices for operating motor vehicles.

Ability to: operate and maintain hand and power equipment and tools used in the landscaping and maintenance of grounds, and related facilities; operate motor vehicles; learn to operate the backhoe; recognize diseased trees and vegetation; understand and carry out oral and written instructions; write and perform basic arithmetic in order to maintain written records; communicate processes and procedures to others; establish effective working relationships with clients and visitors; relate effectively to persons of diverse social and ethnic backgrounds; empathize with the emotional state of others.

ENVIRONMENTAL & FUNCTIONAL FACTORS:

Incumbents in this class are expected to work inside or outside of buildings; to work in the heat or in the cold; to work either alone or closely with others; be able to reach above shoulders; have enough dexterity to manipulate a variety of landscaping or maintenance tools and equipment; be able to move about including bending, stooping, squatting, twisting, reaching, working on irregular surfaces, and kneeling for significant periods of time; be able to hear well; be able to see things up close or far away and have depth perception; to drive a motor vehicle; to frequently lift and carry objects weighing up to seventy-five pounds; occasionally lift and carry objects weighing more than seventy-five pounds; work with machinery; work with, around or in water; work on or below the ground; work on irregular surfaces; and work under continued exposure to the sun.

This position is 40 hours per week, with occasional weekend and holiday work depending on burials and outreach events.

**ORLAND CEMETERY DISTRICT
GROUNDSKEEPER I (Full-time/Part-time)**

DESCRIPTION:

Definition:

Under general supervision, performs a variety of tasks related to landscape design, gardening, facilities maintenance, and repair work. The incumbent in this position is responsible for maintaining the grounds; informs management of landscaping issues, maintains the appearance and cleanliness of the property providing preventative maintenance of grounds. Additionally, this position performs a variety of tasks related to the burial of human remains.

ESSENTIAL FUNCTIONS/DUTIES:

Duties include, but are not limited to, the following:

- Landscape design of the grounds, gardens, and copings.
- Plant, fertilize, trim and prune shrubs and trees.
- Assess and evaluate the condition of trees and other vegetation.
- Mow, edge, and water lawn areas, rake, sweep and pick up rubbish, flowers, and containers.
- Collect and empty trash, replace light bulbs and other related maintenance duties.
- Design, construct, repair and/or maintain a variety of District facility grounds such as retaining walls, fences, benches, and signs; replace broken water pipes; paint surfaces and repair irrigation systems.
- Performs various types of concrete work, including setting of markers and monuments.
- Operate and maintain power equipment and hand tools used each day.
- Monitors grounds and visitors for safety; and identifies, reduces, and eliminates safety hazards.
- Perform burial tasks such as opening and closing graves using power and hand tools, digging and filling graves and lowering caskets.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS/QUALIFICATIONS:

Education:

Possession of a high school diploma or equivalent (GED or High School Proficiency Examination).

Experience:

One (1) year of full-time experience in grounds maintenance and/or landscaping work.

License:

This classification requires incumbents to possess and maintain a valid California driver's license, Class C, and a clean driving record, to carry out job related duties. Individuals who do not meet this requirement due to a disability may request reasonable accommodation.

KNOWLEDGE & ABILITY:

Knowledge of:

Basic ground maintenance and landscaping techniques and methods that include the use of hand tools and/or power tools, and the safe operation of related machinery and equipment. Common plant types and problem symptoms; insect and disease control methods; rodent control methods; methods to maintain mechanical equipment; safe work practices; safe practices for operating power equipment and motorized vehicles.

Ability to: Operate and maintain hand and power equipment and tools used in the landscaping and maintenance of grounds, and related facilities; operate motor vehicles; learn to operate the backhoe; understand and carry out oral and written instructions; write and perform basic arithmetic in order to maintain written records; communicate processes and procedures to others; establish effective working relationships with clients and visitors; relate effectively to persons of diverse social and ethnic backgrounds; empathize with the emotional state of others.

ENVIRONMENTAL & FUNCTIONAL FACTORS:

Incumbents are expected to work inside or outside of buildings; to work in the heat or in the cold; to work either alone or closely with others; be able to reach above shoulders; have enough dexterity to manipulate a variety of landscaping or maintenance tools and equipment; be able to move about including bending, stooping, squatting, twisting, reaching, working on irregular surfaces, and kneeling for significant periods of time; be able to hear well; be able to see things up close or far away and have depth perception; to drive a motor vehicle; to frequently lift and carry objects weighing up to seventy-five pounds; occasionally lift and carry objects weighing more than seventy-five; work with machinery; work with, around or in water; work on or below the ground; work on irregular surfaces; work in close vicinity to human remains; and work under continued exposure to the sun.

This position is 20 hours per week for part-time and 40 hours per week for full-time, with occasional weekend and holiday work depending on burials and outreach events.