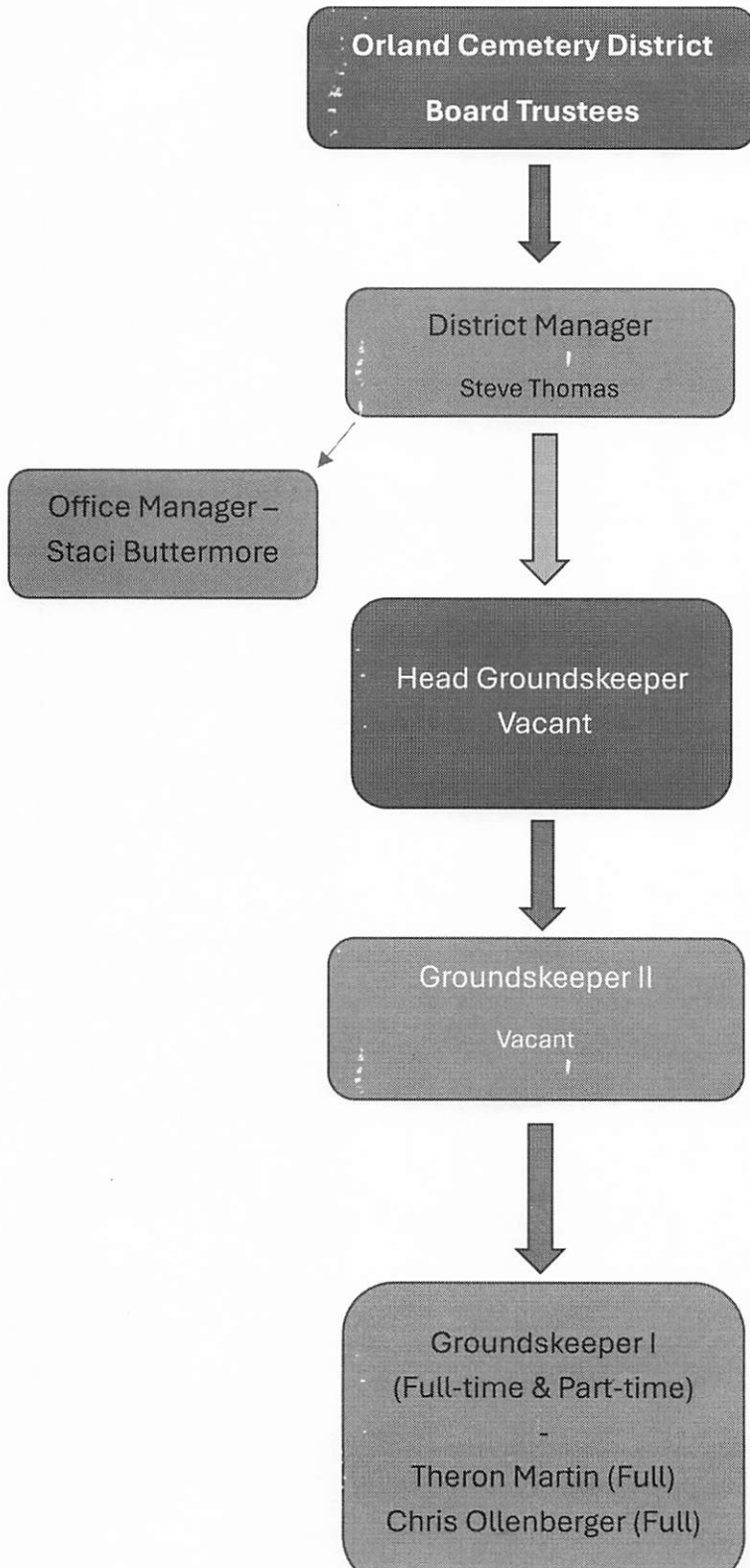


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*Orland Cemetery District  
Organization Chart- 2023*

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**JOB DESCRIPTION**

**1. DISTRICT MANAGER**

**A. DEFINITION**

The District Manager is the sole manager of the Oriand Cemetery District. 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.

**B. DUTIES**

1. Supervises the overall program of maintenance, construction and beautification of the District grounds and facilities.
2. Supervises all activities involved in sales and services including financial and clerical procedures.
3. Supervises the personnel program for the District, including the administration, review and recommended revision of personnel policies and procedures to the Board of Trustees. Evaluates personnel annually, in writing, and maintains all personnel files.
4. Recruits, hires, trains, disciplines and terminates personnel, as needed, for the successful operation of the District, subject to the personnel policies of the District.
5. Analyzes the classification and salary and fringe benefit program and presents recommendations to the Board of Trustees for updating annually.
6. Prepares annual District budget and exercises budgetary controls and supervision to insure proper expenditure of funds through the year.
7. Prepares Board meeting agenda and monthly reports of District activities.
8. Conducts studies and makes recommendations to the Board of Trustees involving District policy and procedures.
9. Investigates complaints and inquiries concerning the District.
10. Develops training and safety programs.
11. Designs, prepares plans and supervises the installation of irrigation systems.

12. Supervises and participates in the design and preparation of specifications for construction of District buildings and other facilities.

13. Attends all Board of Trustee meetings, unless otherwise excused. Prepares and presents oral and written reports to the Board of Trustees regarding District activities.

14. Other duties as assigned by the Board of Trustees.

15. Advocates for the Orland Cemetery District

*a. 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.*

16. Public Relation Representative for the Orland Cemetery District within the Orland community.

### **C. EMPLOYMENT STANDARDS**

#### **1. Knowledge of:**

a. Principles, problems and methods of public administration including organization, personnel and fiscal management.

b. Office management principles, methods and procedures.

c. State and local laws and regulations relating to the operation of a public cemetery district.

d. Engineering principles and practices as applied to the field of public cemetery district operations, including design and construction and operation and maintenance.

e. Methods of preparing designs, plans, specifications, estimates, reports and recommendations relating to the proposed beautification of grounds and construction of buildings and other facilities.

f. Principles of employee supervision and training.

#### **2. Ability to:**

a. Plan, lay-out, coordinate and control through subordinates the maintenance and operation of a cemetery district.

b. Analyze and solve problems of organization and management.

c. Prepare reports and make recommendations on the setting of District policies.

d. Train and supervise the work of subordinate personnel.

e. Establish cooperative and effective working relations with subordinates, public groups and organizations, District Trustees and other governmental agencies.

- f. Analyze and interpret fiscal and accounting records and data and prepare reports.
- g. Devise and implement new and improved accounting and record-keeping procedures.
- h. Speak and write effectively.

**D. REQUIREMENTS**

- 1. *May be required to be bonded.*
- 2. Must possess and maintain a valid California Driver's license and a clean driving record.

**E. PHYSICAL REQUIREMENTS:** Must be capable of, lifting heavy objects up to seventy-five pounds (75 lbs.) and of working in a variety of weather conditions.

**F. MINIMUM EDUCATION:** Requires 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 supervisorial position in the cemetery industry is substituted for one (1) year of course work.

**G. 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 in this manual and state and local law.

**2. CEMETERY HEAD GROUNDSKEEPER**

**A. DEFINITION**

Under the general supervision of the District Manager, to supervise and perform the duties in effecting an efficient day-to-day operation of the cemetery.

**B. DUTIES AND RESPONSIBILITIES**

- 1. Supervises and participates in the maintenance and upkeep of the lawns, shrubs, trees, streets and buildings.
- 2. Supervises and participates in the digging of graves and setting up of equipment for funeral service.
- 3. Sells burial plots and maintains maps and records of same.
- 4. Ensures employee time records are current
- 5. Picks up supplies.
- 6. Maintains and makes minor repairs to equipment.
- 7. Makes work assignments, inspects work in progress and upon completion.
- 8. Keeps District Manager informed of cemetery operations, including status of projects and problems.

**C. EMPLOYMENT STANDARDS**

1. Knowledge of:
  - a. Full and comprehensive knowledge of the cemetery laws as outlined in the California Health and Safety Code.
  - b. Cemetery District rules and regulations.
  - c. Proper methods of planting, cultivating and caring for trees, shrubs, flowers and grasses.
  - d. Cement work and general maintenance of buildings and grounds.
  - e. Materials, equipment and practices involved in grave layout, opening and closing.
  - f. Basic equipment maintenance methods and terminology
  - g. Safe work practices.
2. Ability to:
  - a. Recognize and take proper precautions against plant and insect diseases and pests.
  - b. Operate and supervise the operation of all types of ground maintenance and cemetery equipment.
  - c. Read and maintain cemetery plot maps, card files and other cemetery records.
  - d. Plan and supervise the work of others.
  - e. Understand and carry out oral and written instructions.
  - f. Establish and maintain good public relations.

**D. REQUIREMENTS**

1. Must possess and maintain a valid California Class A driver's license and clean driving record.

**E. PHYSICAL REQUIREMENTS**

1. Must be capable of, lifting heavy objects up to seventy-five pounds (75 lbs.) and of working in a variety of weather conditions.

**F. MINIMUM EDUCATION AND EXPERIENCE**

High School graduate possessing and maintaining a valid California Class A driver's license and a clean driving record.

#### **4. GROUNDSKEEPER**

##### **A. DEFINITION**

Under general supervision of the Cemetery Head Grounds Keeper be able to perform a variety of semi-skilled and skilled tasks in the maintenance, construction and beautification of cemetery grounds, buildings and other facilities and equipment, open and close graves; and to do related work as required.

##### **DUTIES AND RESPONSIBILITIES**

1. Plants, transplants, removes, fertilizes, waters, cultivates, and sprays flowers, shrubs and trees; mows, trims, waters, fertilizes lawns as well as applies pesticides used to control unwanted pests.
2. Prunes and sprays trees.
3. Operates and maintains all types of mowers and turf maintenance equipment.
4. Cleans and performs minor repairs to District buildings and related facilities.
5. Operates trucks and other construction, maintenance and beautification equipment used in cemetery operation.
6. Keeps tools and equipment in clean and safe working condition.
7. Installs and repairs sprinkler systems.
8. Does various, types of concrete work, including setting of markers and monuments.
9. Operates backhoe, jackhammer and compressor, small and large tractors, dirt trailers, vault-mobile and a variety of hand tools used in the opening and closing of graves.
10. Installs grave liners and vaults.
11. Sets up lowering device, chairs and chapel for funeral services.
12. Assists in the location and makes grave layouts.

##### **B. EMPLOYMENT STANDARDS**

###### **1. KNOWLEDGE OF:**

- a. Construction and maintenance material, procedures and equipment with, reference to cemetery operations.
- b. Methods, tools, techniques and supplies in gardening and cemetery maintenance work.
- c. Methods, tools, techniques and supplies used in the opening and closing of graves.
- d. Basic characteristics of plant pests and disease and techniques for their control.
- e. Safe work practices.

2. **ABILITY TO:**

- a. Perform semi-skilled or skilled tasks in the maintenance, construction and beautification of cemetery district grounds, buildings and other facilities.
- b. Operate service and maintain a variety of grounds maintenance and construction equipment.
- c. Perform heavy (over 75 lbs.) manual labor.
- d. Understand and carry out oral and written directions.
- e. Work cooperatively with others.

C. **REQUIREMENTS**

1. Must possess and maintain a valid California Class A driver's license.

D. **PHYSICAL REQUIREMENTS**

1. Must be capable of, lifting heavy objects up to seventy-five pounds (75 lbs.), and work in a variety of weather conditions.

E. **MINIMUM EDUCATION AND EXPERIENCE:**

1. High school graduate or GED possessing and maintaining a valid California Class A driver's license and a clean driving record.
2. Must be able to obtain and possess valid *Qualified Applicators Certificate* from the California Department of Pesticide Regulation.

5. **PART-TIME GROUNDSKEEPER**

F. **DEFINITION**

Under general supervision of the Cemetery Head Grounds Keeper be able to perform a variety of semi-skilled and skilled tasks in the maintenance, construction and beautification of cemetery grounds, buildings and other facilities and equipment, open and close graves; and to do related work as required.

G. **DUTIES AND RESPONSIBILITIES**

1. Plants, transplants, removes, fertilizes, waters, cultivates, and sprays flowers, shrubs and trees; mows, trims, waters, fertilizes lawns as well as applies pesticides used to control unwanted pests.
2. Prunes and sprays trees.
  - Operates and maintains all types of mowers and turf maintenance equipment.
  - Cleans and performs minor repairs to District buildings and related facilities.
  - Operates trucks and other construction, maintenance and beautification equipment used in cemetery operation.

- Keeps tools and equipment in clean and safe working condition. Installs and repairs sprinkler systems.
- Does various, types of concrete work, including setting of markers and monuments.
- Operates backhoe, jackhammer and compressor, small and large tractors, dirt trailers, vault-mobile and a variety of hand tools used in the opening and closing of graves.
- Sets up lowering device, chairs and chapel for funeral services.
- Assists in the location and makes grave layouts.

## **H. EMPLOYMENT STANDARDS**

### **1. KNOWLEDGE OF:**

- a. Construction and maintenance material, procedures and equipment with reference to cemetery operations.
- b. Methods, tools, techniques and supplies in gardening and cemetery maintenance work.
- c. Methods, tools, techniques and supplies used in the opening and closing of graves.
- d. Basic characteristics of plant pests and disease and techniques for their control.
- e. Safe work practices.

### **2. ABILITY TO:**

- a. Perform semi-skilled or skilled tasks in the maintenance, construction and beautification of cemetery district grounds, buildings and other facilities.
- b. Operate service and maintain a variety of grounds maintenance and construction equipment.
- d. Perform heavy (over 75 lbs.) manual labor.
  - a. Understand and carry out oral and written directions.
  - b. Work cooperatively with others.

### **3. REQUIREMENTS**

- a. Must possess a valid California Drivers' license with a clean driving record.

### **4. PHYSICAL REQUIREMENTS**

1. Must be capable of, lifting heavy objects up to seventy-five pounds (75 lbs.), and work in a variety of weather conditions.

### **5. MINIMUM EXPERIENCE REQUIREMENTS**

1. High school graduate possessing and maintaining a valid California driver's license and a clean driving record.



**ORLAND CEMETERY DISTRICT  
OFFICE MANAGER**

**DESCRIPTION:**

**Definition:**

The Orland Cemetery District is seeking a highly organized and efficient Office Manager to oversee and manage the daily administrative functions of our district office. The Office Manager plays a crucial role in ensuring the smooth operation of the office, providing excellent customer service to the community, and supporting the district's mission to maintain and manage the cemetery grounds with respect and care. This position reports directly to the District Manager.

**Distinguishing Characteristics:**

The Office Manager is directly responsible to the District Manager for implementation and adherence to Board policy and rules and regulations. The Office Manager will receive an annual evaluation (June) by the District Manager. The evaluation will be held in a closed session meeting pursuant to Health and Safety Code 54957.

**ESSENTIAL FUNCTIONS/DUTIES:**

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

- Oversee daily office operations, ensuring a professional and organized environment.
- Maintain accurate and up-to-date records and files.
- Prepare and process documents related to burials, plot sales, and other cemetery services.
- Coordinate with funeral directors, families and other service providers to arrange burials and related services.
- Provide compassionate and professional assistance to grieving families and individuals seeking cemetery services.
- Answer inquiries about cemetery plots, services and policies.
- Assist with the planning and coordination of cemetery events, such as Memorial Day, Veterans Day, Wreaths Across America and other commemorative events.
- Monitor inventory of office supplies and order items as needed.

**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).

This Description was never approved by the Board of Trustees

- Five (5) 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:**

- 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.
- Public press relations.

**Ability to:**

- Establish cooperative and effective working relations with subordinates, public groups and organizations, District Trustees, and other governmental agencies.
- 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; and work in close vicinity to human remains. This position is 20-40 hours per week, with occasional weekend and holiday work depending on burials and outreach events.