



**Calvary Catholic Cemetery
Job Announcement**

Posting Date: September 3, 2019

Application Deadline: Until Filled

Position: Groundskeeper (Temporary position)	FLSA Status: Non-Exempt
Minimum Requirements: Must have experience in grounds keeping and lawn care work. Knowledge in proper usage of tools, including lawn equipment, and required tools to perform essential functions. Must be able to move, carry and lift up to 40 lbs. Ability to walk, climb, bend, stoop, kneel, stand, squat, push, pull, reach, turn, twist and move frequently. Must work in outdoor weather conditions. Vision abilities to perform the essential duties.	
Start Date: Immediate	Location: Calvary Catholic Cemetery
Position Status: Temporary Full-Time, 40 hours per week	Work Schedule: Five-day workweek 7:00 am – 4:00 pm

Position Summary:

The Groundskeeper is responsible for the timely and adequate maintenance of the lawn/cemetery grounds. Must follow the designated schedule for mowing the lawn, watering and required upkeep of the lawn.

Essential Duties, Functions and Responsibilities: (complete position description available at HR Office)

- Perform scheduled lawn maintenance.
- Use and fix sprinkler system.
- Follow watering schedule for cemetery grounds.
- Maintain grounds in good condition, identify areas in need of attention and report directly to management.

Additional Requirements- Skills, Certifications, and Licenses:

- Must have a valid Texas Driver License, evidence of state required vehicle insurance and transportation.

RESUMES ARE NOT ACCEPTED. EMPLOYMENT APPLICATION IS REQUIRED FOR CONSIDERATION.

For Employment Application, visit <https://www.dioceseoflaredo.org/employment-opportunities>

For additional information, please contact: (956) 764-7867

Office of Human Resources
Diocese of Laredo
1901 Corpus Christi St.
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The diocese reserves the right to revise, rescind or extend this job announcement and any employment benefits.