



***St. Michael Parish ♦ Olympia, Washington***  
**ARCHDIOCESE OF SEATTLE**

**POSITION DESCRIPTION**

**DEPARTMENT:** Facilities

**POSITION TITLE:** Cemetery Support Technician

**INCUMBENT:**

**REPORTS TO:** Facilities Director

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**POSITION PURPOSE:** This position is responsible for assisting the Facilities Director in the maintenance and daily operation of Calvary Catholic Cemetery. This position also assists in the maintenance and support of other Parish buildings and properties as needed.

**DIMENSIONS:** St. Michael Parish & School has approximately 2,350 registered families and 7,000 individuals, serving two worship sites in Olympia, Washington.

<b>MAJOR DUTIES AND RESPONSIBILITIES</b>
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Incumbent reports to the Facilities Director and provides maintenance, repair and operational support for the parish cemetery located in Tumwater, Washington.

- Work closely with parish staff responsible for funeral planning and coordination including burial schedules, payment confirmation, accurate burial documentation, accommodating special needs, etc.
- Open and close grave sites.
- Set headstones.
- Set up and take down burial furniture and equipment.
- Perform routine maintenance and repairs on cemetery building(s), equipment, irrigation, tools, etc.
- Assure that any potential safety hazards at the cemetery or other parish properties are appropriately resolved or escalated to other Facilities staff in a timely way.
- Report all unsafe, suspicious or criminal behaviors and situations at the Cemetery or any other Parish properties and buildings
- Assist parish grounds keeper as necessary in caring for cemetery lawns, gardens, flower beds, trees and care and maintenance of hardscape surfaces (e.g. parking lots and sidewalks).
- Assist others with parish maintenance and repair activities as required.
- Other duties as assigned.

This position may work in partnership with volunteers and other parish staff to identify and communicate maintenance and operational needs and to accomplish special projects and tasks.

This position requires the following:

- Operation of motorized equipment such as tractors, dump trailers, mowers, weed eaters, trimmers, hedge clippers, backpack blowers, backhoes, trucks, high-lifts, lowering devices, saws, drills, sanders and other related equipment.
- Use of non-motorized tools such as shovels, rakes, brooms, drills, screw drivers, pliers, hammers, saws, wrenches, ladders, scaffolding, volt-ohm meters and other related tools.
- Prolonged sitting, standing, stooping, kneeling, bending, lying down, work in confined spaces and extreme heights.
- Indoor and outdoor work in all weather conditions and in daylight and hours of darkness.
- General maintenance skills and experience
- The ability to lift at least 50 pounds.
- Successful completion of an Archdiocese of Seattle Background Check.
- A valid Washington State Driver's license.

Incumbent: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator: \_\_\_\_\_ Date: \_\_\_\_\_