214 South Love Lovington, NM 88260 | 575.396.2884

CEMETERY GENERAL MAINTENANCE

Position Description

Department:	Cemetery	**Reports to (title):**	Cemetery Foreman
Job Code:	9920	**Supervises:**	N/A
Pay Grade:	Depending on Experience	**Classification:**	Non-Exempt
Hours/week:	40 hrs per week (Mon-Fri); extended hours as needed	**Effective Date:**	March 26, 2015
Type of Position:	Full-time	**Revised Date:**	November 13, 2026

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the City of Lovington are expected to conform to the following:

- Uphold all principles of confidentiality and respect of all colleagues to the fullest extent.
- Adhere to all professional and ethical behavior standards inherent to the Public Sector.
- Interact in an honest, trustworthy and dependable manner with all citizens and employees of the City of Lovington.
- Possess cultural awareness and sensitivity.
- Maintain a current, insurable driver's license.

POSITION PURPOSE

The purpose of this position is to maintain the City of Lovington's cemeteries in a safe, well-kept, and dignified condition. Under the direction of the Cemetery Foreman, the position performs grounds maintenance, assists with grave site location, preparation, and restoration for funeral services, and supports families, funeral homes, and monument companies with professionalism and compassion.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Assists in the location and selection of grave sites in the absence of the Foreman.
- Assists with funerals, including locating and staking grave sites; preliminary funeral arrangements; and restoring plots after funerals.
- Opens and closes graves using a backhoe and hand tools, following excavation and trench safety procedures.
- Advises and assists monument companies with location or installation of headstones and grave markers in the absence of the Foreman; repairs markers as necessary.
- Maintains cemetery grounds, under supervision of the Foreman, including watering, mowing, fertilizing, weeding, and trimming grass and shrubbery;
- Controls gophers and other pests using approved methods and equipment; applies herbicides and pesticides as directed and in compliance with New Mexico Department of Agriculture requirements..
- Operates and assists in the maintenance of vehicles and equipment, including, but not limited to, backhoe, tractor, truck, mowers, trimmers, and sprinklers.
- Complies with all relevant rules and regulations at the Federal, State, and City and Department levels
- Other duties as assigned

MINIMUM MANDATORY QUALIFICATIONS

Experience: One (1) year direct work experience

Education: High School Diploma or GED

Mandatory Knowledge, Skills, Abilities and Other Qualifications:

- Read, write, speak and comprehend English sufficiently to follow safety instructions, chemical labels, and cemetery records
- Perform simple mathematics, i.e., add, subtract, multiply, divide, and using whole numbers, fractions, and decimals.
- Ability to work outdoors in all weather conditions
- Must be able to perform strenuous physical activity
- Must be able to work with the public in a professional manner
- Must have ability to use simple tools
- Must be able to work odd hours or overtime on occasion, including nights, weekends and holidays
- Must be able to travel, sometimes overnight
- Ability to work standard office equipment
- Possess high level of customer service at all times.
- Must apply pesticides and herbicides only under the supervision of a licensed applicator, or obtain a New Mexico Public Pesticide Applicator license, as required by the New Mexico Department of Agriculture
- Must complete backhoe operation and excavation/trench safety training before operating heavy equipment or working in or near open excavations

Conditions of Employment:

- Must pass a pre-employment and periodic criminal background check
- Must pass a pre-employment drug/alcohol screening and comply with the agency's Drug Free Policy
- Must possess and maintain a valid New Mexico driver's license of appropriate classification and a satisfactory MVR meeting minimum insurability requirements.
- Must pass a post-offer, pre-employment physical examination to confirm the ability to perform the essential functions of the position, with or without reasonable accommodation

PREFERRED QUALIFICATIONS

Bilingual skills in English and the Spanish language

WORK ENVIRONMENT

Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Work is performed primarily outdoors with exposure to heat, cold, wind, rain, and other weather conditions. The employee is exposed to pesticides, herbicides, fertilizers, fuels, and other chemicals, and must use personal protective equipment as required. Work includes operating heavy equipment and working near open excavations.Work involves uneven terrain, operating power equipment, moderate to loud noise levels, dust, and insects or animals. Work may include weekends and holidays to accommodate funeral services.

Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand, walk, bend, stoop, kneel, crouch, twist, reach, talk and hear. The work requires repetitive use of hand tools and power equipment such as mowers, trimmers, and shovels, as well as driving or riding in vehicles. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 50 pounds with assistance or mechanical aid. Specific vision abilities required by this job include close vision, distance vision, depth perception, and color vision.

Mental demands: The employee must work within time-sensitive schedules for funeral services and coordinate with funeral homes, monument companies, and the public. The position requires attention to detail and accuracy when locating, marking, and maintaining grave sites. The employee must interact with grieving families and the public with tact, compassion, and discretion, and must follow safety procedures when handling chemicals and operating equipment.