

## **Position: Groundskeeper**

**Overall Responsibility:** The Groundskeeper assists in the preservation and maintenance of the cemetery's ten and a half acre site in accordance with current goals and policies. The cemetery is a unique combination of historical site, operating cemetery and native/heritage landscape.

The groundskeeper reports to and works with the Landscape Manager. The Landscape Manager, Administrator and Groundskeeper work closely together. These three staff members are accountable to the board of the Eugene Masonic Cemetery Association.

### **Terms of Employment:**

- Part-time, 60 hours per month
- Days and hours to be determined
- Hourly rate range, 17.30 - 18.75
- 8 hours paid personal time off per 6 months, after the first 6 months
- First review in 6 months, with subsequent annual reviews

### **Qualifications:**

- Ability to do hard physical labor outdoors in challenging terrain
- Ability to operate a chainsaw and weed-eater
- Knowledgeable about native plants, invasive plants and tree care
- Good communication and collaboration skills
- Willingness to take direction
- Willingness to learn and take on responsibilities
- Ability to work flexible hours, as needed
- Ability to work independently, as needed

### **Duties:**

- **Daily Rounds:**
  - Walk paths to look for signs of vandalism and overnight use. Take appropriate actions.
  - Pick up litter
  - Check ditches and drains during rainy periods
  
- **General Landscape, as needed:**
  - Chainsaw and weed-eat
  - Inspect trees visually
  - Prune shrubs and trees
  - Dig up blackberries, poison oak and remove other invasive species
  - Clean up storm damage
  - Establish new plant colonies
  - Collect seed from native plants
  - Mulch plants, as needed
  - Maintain paths
  - Irrigate

- Take garbage bins to street weekly
  - Treat and remove wasp/hornet nests
  - Greet and assist visitors
  - Warn visitors about hazardous conditions, such as wasps, hornets, poison oak, and high wind
  - Work with police and dog catcher
- **Burial Landscape, as needed:**
    - Dig holes for cremated remains
    - Locate and stake out areas for new burials and markers
    - Become familiar with EMCA burial policies and procedures
    - Become familiar with the layout of the cemetery as it relates to gravesites

To apply for this position, please send cover letter and resume to:  
**emca1859@gmail.com.**