

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

**CEMETERY CARETAKER
CLASSIFICATION SERIES**

I. INTRODUCTION

A. Purpose Of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code, for making classification decisions relative to present and future positions located within the Department of Veterans Affairs (DVA) that maintain cemetery grounds. This classification specification is not intended to identify every duty that may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the "best fit" of the duties within the existing classification structure. The "best fit" is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

The semi-skilled positions in this classification are located at the Department of Veterans Affairs' cemeteries located at Union Grove, Spooner and King and are responsible for cemetery operations and maintenance.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions that spend a majority of time (more than 50%) maintaining grounds for a facility or complex and are more appropriately classified as Groundskeeper.
2. Positions that spend a majority of time (more than 50%) performing leadworker duties over Groundskeepers and are more appropriately classified as Grounds Crew Lead.
3. Positions that spend a majority of time (more than 50%) performing labor intensive duties and are more appropriately classified as a Laborer.
4. Positions that are not located within the Department of Veteran Affairs.
5. Positions that do not perform cemetery grounds functions a majority of the time.

6. Positions which meet the statutory definition of supervisor or management as defined in s. 111.81(19) and (13), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
7. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Classification Series

Employees enter this classification series by competition. Advancement from the Entry level to the Senior level is by reclassification when the employee has attained the required education and experience and has been working under general supervision for at least six months.

II. DEFINITION

CEMETERY CARETAKER

This is entry-level semi-skilled work of a training nature related to a cemetery operation and maintenance. Responsibilities include assisting in coordinating a cemetery operation program including the use of heavy equipment and machines for the excavation and preparation of gravesites for interments; applying landscaping and gardening principles to ensure a pleasant park appearance; using ground equipment; performing building repair and maintenance duties; and providing snow and ice removal. Work is performed under close progressing to general supervision.

CEMETERY CARETAKER - SENIOR

This is responsible and specialized semi-skilled work related to a cemetery operation and maintenance. Responsibilities include coordinating a cemetery operation program including the use of heavy equipment and machines for the excavation and preparation of gravesites for interments; applying landscaping and gardening principles to ensure a pleasant park appearance; using ground equipment; performing building repair and maintenance duties; and providing snow and ice removal. Work is performed under general supervision.

Examples of work performed:

- Measure and calculate gravesites in accordance with design plans and dimensions.
- Operate tractors, backhoes and skid loaders to excavate gravesites.
- Operate tractors, loaders and other specialized equipment to transport and place vaults, vault lids, and center plates.
- Set up platforms, planking, and casket lowering devices.
- Replace soil (overburden), tamp gravesite, and regrade area to return landscape to original condition.
- Inspect headstones for accuracy and quality.
- Layout and accurately measure headstone locations, and place and align headstones using layout plots and corner markers.
- Inspect gravesites for appearance and necessary corrections, repairs, or alignments.
- Prune trees and shrubs to ensure neat park appearance.
- Utilize proper gardening and horticulture practices to ensure healthy trees, shrubs, grass and flowers and thus ensure an attractive cemetery.

- Mow and trim lawns around headstones, flowerbeds, shrubs and trees.
- Remove snow and ice from roadways, walkways and building entrances.
- Interact with the public in providing information, explaining cemetery regulations, assisting in locating gravesites, and resolving problems.
- Perform minor maintenance and preventative maintenance to cemetery equipment, machines, tools and buildings.
- Function as lead worker to limited term employees, volunteers, and correctional inmate workers.
- Practice safe procedures and techniques while operating heavy equipment, machines and hand tools.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective May 18, 2003 and announced in Bulletin MRS-SC-153 as part of the Blue Collar Survey, to describe positions which function as Cemetery Grounds Caretakers within the Department of Veterans Affairs' Wisconsin Veterans Memorial Cemeteries. The single level Cemetery Caretaker classification was abolished and a two-level classification was created effective September 9, 2012 and announced in Bulletin OSER-0311-MRS/SC to identify the necessity for an entry training level and to provide the ability to progress in the classification.

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