

**CATHOLIC CEMETERIES ASSOCIATION
ANNOUNCEMENT OF POSITION AVAILABILITY**

POSITION TITLE: Grounds Person 2

DEPARTMENT: Gate of Heaven Cemetery

DUTIES & RESPONSIBILITIES:

Maintenance of grounds, buildings, and equipment. Experience in ground care, including lawn care and ground keeping equipment preferred.

QUALIFICATIONS:

- High school graduate with six months to one year in grounds maintenance
- Working knowledge of lawn and grounds maintenance and equipment
- Ability to project a sincere, friendly, professional manner always
- Ability to learn quickly
- Ability to work well with staff and supervisors
- Candidate must possess a valid New Mexico Driver's License and insurable under the cemetery's auto insurance
- Applicant must pass drug/alcohol testing and a background check
- Demonstrated sensitivity to a multicultural church

SPECIFIC DUTIES:

1. In work situation and dealing with co-workers and public, adhere to the Mission Statement of the Catholic Cemeteries and follow policies and procedures of the Catholic Cemeteries Association.
2. Maintains buildings, grounds, and equipment under the direction of cemetery supervisor, foreman or team leader.
3. Completes assignments and duties within the procedures established for that job.
4. Maintains equipment/tools used for ground keeping and maintenance.
5. Conducts periodic safety and hazard checks on all buildings, grounds, equipment, and tools; reports these findings to the cemetery supervisor, foreman or team leader.
6. May be requested to assist on burial crew when cemetery needs require.
7. May be called upon, at the discretion of the immediate supervisor, to perform comparable duties of a similar or related nature or to assist in areas where the Catholic Cemeteries needs require.

PAY STEP: 3 (\$18.00 Hourly \$37,440.00 Annually)

CONTACT: Cemetery Supervisor, 505-821-0800 or email at khopkins@asfcca.org

POSTING DATE: November 12, 2025 **CLOSING DATE:** until filled