



NM VETERANS CEMETERY INTERMENT SPECIALIST

General Summary

The Cemetery Interment Specialists perform the primary duties of opening graves, interring remains and closing the grave for a burial.

NM Veterans Cemetery Interment Specialist I

Jobcode: O3000

Pay Band: 40

FLSA Status: Non-Exempt

Distinguishing Characteristics

This is the entry level of the Cemetery Specialist classification.

Recommended Education and Experience for Full Performance

High School diploma or equivalent and two (2) years of cemetery grounds keeping and/or general institutional maintenance. Knowledge of gravesite preparation and interment practices and procedures is helpful.

Minimum Qualifications

High School diploma or equivalent and one (1) year of cemetery grounds keeping and/or general institutional maintenance. Knowledge of gravesite preparation and interment practices and procedures is helpful.

Essential Duties and Responsibilities*

- Opens grave crypts using appropriate equipment, lowering remains in assigned gravesites and back filling with dirt with backhoe as needed.
- Prepares for and conducts casketed and cremated interments.
- Conducts grounds maintenance and installation and care of headstones/markers/niche covers.
- Maintains and utilizes cemetery tools, equipment and vehicles.
- Follows requirements and procedures for headstones/markers/niche covers (e.g., setting, maintenance, inspection and disposal).
- Maintains cemetery grounds utilizing gardening practices including soil mixtures, grounds and turf maintenance plans throughout various seasonal environmental conditions.

NM Veterans Cemetery Interment Specialist II

Jobcode: O3001

Pay Band: 45

FLSA Status: Non-Exempt

Distinguishing Characteristics

This is the full performance level of the Cemetery Specialist classification.

Recommended Education and Experience for Full Performance

High School diploma or equivalent and three (3) years of cemetery grounds keeping and/or general institutional maintenance. Knowledge of gravesite preparation and interment practices and procedures is helpful.

Minimum Qualifications

High School diploma or equivalent and two (2) years of cemetery grounds keeping and/or general institutional maintenance. Experience in gravesite preparation and interment practices and procedures is helpful.

Essential Duties and Responsibilities*

- Prepares for casketed and cremated interments and set-up and removal of casket-lowering devices.
- Conducts interment functions which include the interment of casketed or cremated remains, using the daily interment schedule showing names of decedents, assigned grave locations, type and depth of grave and grave liner.
- Completes gravesite preparation and accountability procedures (e.g., gravesite maps, slips, assignments and interment records).
- Operates and maintains small engine equipment (e.g., weed whackers, mowers, hand tools, back-pack and handheld blowers).
- Performs basic landscaping tasks (e.g., mowing and edging) and completes daily preventative maintenance checklist on full range of cemetery equipment and reports discrepancies
- Perform complex maintenance tasks related to the overall maintenance of cemetery grounds, office and maintenance facilities.

NM Veterans Cemetery Interment Supervisor

Jobcode:O3003S

Pay Band: 60

FLSA Status: Exempt

Distinguishing Characteristics

This is the supervisor level of the Cemetery Specialist classification.

Recommended Education and Experience for Full Performance

Bachelor's degree and two (2) years of experience in cemetery interment to include one (1) year of supervisory experience. Any combination of education from an accredited college or university in a related field or direct experience in cemetery operations totaling six (6) years may substitute for required education. Completion of National Cemetery Administration training.

Minimum Qualifications

Associate degree and two (2) years of experience in cemetery interment. Any combination of education from an accredited college or university in a related field or direct experience in cemetery operations totaling four (4) years may substitute for required education. Must complete National Cemetery Administration training within the first twelve (12) months of date of hire.

Essential Duties and Responsibilities*

- Devotes a substantial portion of time assigning and directly supervising work of at least two (2) permanent/full time employees. Acts upon leave requests, conducts annual performance evaluations and recommends disciplinary actions.
- Conducts training of personnel; may interview and recommend selection of applicants.
- Ensures that veterans and their families are honored with commemorative memorials that represent the state's appreciation of their service and sacrifices made while serving in the US Armed Forces
- Conducts interment functions which include the interment of casketed or cremated remains, using the daily interment schedule showing names of decedents and assigned grave locations (either above or in ground niche locations).

- Inspects delivery of headstones for damage and oversees appropriate disposition of damaged headstones.
- Ensures accurate insignia and proper alignment and placement of insignia on gravesite.
- Supervises programs, conducts public affairs and outreach activities, and fulfills reporting responsibilities for cemetery operations.

Bargaining Unit:

Statutory Requirements: N/A

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each agency's utilization, essential functions and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Must complete National Cemetery Administration training within the first twelve (12) months of date of hire.

Working Conditions: Work is performed in an outdoor setting: late hours, weekends, on-call and callback work may be required. May be exposed to inclement weather. May be exposed to regular periods of video display terminal and keyboard usage and stressful situations. Travel may be required. Possible exposure to irate clientele. Incumbent will work under stress and frequent time constraints.

Established: 10/23/2015

Revised: 6/23/17 (Min quals on Supv.)

**Essential Duties and Responsibilities are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website (www.spo.state.nm.us) to ensure this represents the most current copy of the position.*

*** Means two (2) or any combination of full-time equivalent (FTE) status that equals at least two (2) regular or term status employees in non-temporary positions.*