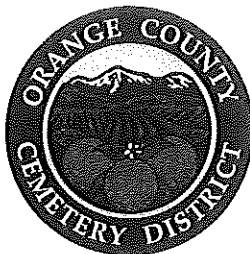


Board of Trustees
Frank C. Brix, Sr.
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Maureen Rivers



District Office
25751 Trabuco Road
Lake Forest, CA 92630-4348
PH: (949) 951-9102
FAX: (949) 951-0236

Tim Deutsch
General Manager

ORANGE COUNTY CEMETERY DISTRICT
INVITES APPLICATIONS FOR THE POSITION OF:

GROUNDSKEEPER

SALARY \$2,880 - \$3,793 a month

OPENING DATE: October 19, 2009

CLOSING DATE: November 6, 2009

DESCRIPTION:

THE POSITION

Under supervision, this position performs tasks involved in the burial of human remains; to perform general unskilled and semi-skilled grounds maintenance, landscape, gardening and facility maintenance and repair work; and to do other work as required.

EXAMPLES OF DUTIES

1. Opens and closes graves using power and/or hand tools.
2. Performs general groundskeeping work such as planting, fertilizing, trimming and pruning shrubs and trees; mows, edges and waters lawn areas; rakes, sweeps and picks up rubbish, flowers and containers.
3. Operates power equipment such as mowers, edgers, trimmers, blowers, sweepers, chain saws, tractors, backhoes, and trucks.
4. Maintains power equipment and tools; cleans, oils and sharpens clippers, mowers and other equipment; assists in making minor repairs to tools and equipment.
5. Performs general grounds maintenance work such as collecting trash, removing tree stumps, installing and repairing sprinkler systems and performing concrete work when setting grave markers.
6. Clean and perform minor maintenance for the offices, restrooms and shop area.

CEMETERY LOCATIONS

Anaheim Cemetery
1400 E. Sycamore St.
Anaheim, CA 92805
(714) 535-4928

El Toro Memorial Park
25751 Trabuco Rd.
Lake Forest, CA 92630
(949) 951-8244

Santa Ana Cemetery
1919 E. Santa Clara Ave.
Santa Ana, CA 92705
(714) 953-2959

MINIMUM QUALIFICATIONS

Any combination of training and experience which provides the knowledge and experience listed below.

General Knowledge of:

Cemetery equipment, groundskeeping and landscape management.

Ability to:

Lift up to 70 lbs.

Recognize diseased plants.

Maintain and make minor repairs to power equipment and garden tools.

Perform heavy manual work.

Follow oral and written instructions.

Learn to operate hand and power tools and equipment.

APPLICATION AND SELECTION PROCESS:

Applications are available on the District web page (<http://www.ocgov.com/cemetery/>) or they may be picked up at the District office. The application must be completed and submitted to the District office by November 6, 2009. Candidates should provide specific information about their skills and experience as it relates to the position. Applications may be rejected if incomplete. Candidates who possess the best qualifications for the position will be invited to participate in the selection process, which may include an application review and evaluation, a written exercise or an interview evaluation. Please notify the District office 72 hours in advance of the test date if you have a disability which requires accommodation for the testing process.

All employment offers made by the District are contingent upon establishing proof of a prospective candidate's legal authorization to work in the United States and successfully passing all components of the pre-employment process which may include, but is not limited to: background check, criminal history check and a post-offer medical evaluation (may include a drug screen).

COMPENSATION & BENEFITS

In addition to the compensation of \$2,880 - \$3,793 per month, the position receives medical benefits, retirement and annual leave hours.

LOCATION OF ASSIGNED WORK

This position may be assigned to the Anaheim Cemetery, Santa Ana Cemetery or the El Toro Memorial Park in Lake Forest. The assignment will be determined by the District's General Manager.

QUESTIONS

If you have any questions or concerns, please call the District office at (949) 951-9102, ext. 10.