

Cemetery Caretaker Technician

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Company: National Cemetery Administration

Location: Biloxi

Category: other-general

Summary

This position is located at the Biloxi National Cemetery in Biloxi, Mississippi.

Duties

This is a . This position is represented by AFGE. Please note that as provided for in the AFGE/VA Master Agreement the FIRST area of consideration for this position will be permanent employees of the local facility in which this position is being filled, the SECOND area of consideration will be employees at other VA facilities, and the THIRD area of consideration will be all other eligibles.

The Cemetery Caretaker Technician performs a variety of cemetery interment and maintenance tasks involving manual labor. The incumbent will operate a variety of equipment including, but not limited to operating utility vehicles, riding mowers, tractors, spreaders, forklifts, power pressure washers, and augers. Power equipment used may include string trimmers, stick edgers, compressors, generators, jackhammers, rock washers, augers, drills, chain saws, rototillers, sod-cutters, etc. Uses hand tools such as shovels, rakes, picks, pry bars, hand tampers, sanders, and wheelbarrows. Operates licensed vehicles on public roadways to pick up and/or deliver supplies and equipment. Drives a variety of equipment which has an assortment of towed or attached accessories powered by take-off, hydraulic pumps or by direct drive from wheels. Performs preventive maintenance and minor repairs to assigned equipment to include, checking and adding fuel and other fluids, checking air pressure in tires, wheel lug bolt torque, washing and cleaning vehicles, checking,

cleaning or replacing filters.

In addition, the Cemetery Caretaker Technician performs administrative functions, to include greeting visitors, responding to requests and answering questions, and preparing paperwork related to the interment process. The incumbent must also perform Cemetery Representative functions which include meeting with next-of-kin and overseeing committal services and entering data to generate interment records.

Work schedule : May be required to work Monday through Friday to include occasional weekends. Due to the mission of the National Cemetery, the cemetery cannot be closed for more than 2 consecutive days at any given time. Additionally, when a Federal holiday falls on a Monday or Friday, staff may be required to work on that holiday or a Saturday. All staff is required to work Memorial Day each year. Staff will be required to work overtime, weekends and holidays when necessary to meet the needs of the cemetery. Occasionally staff may be called back to the facility to perform emergency overtime work.

Compressed/Flexible Schedule: Not Available

Position Description Title/PD# : Cemetery Caretaker Technician/ PD1562275

The full performance level of this position is WG - 06.

Relocation Expenses : Not Authorized

Relocation/Recruitment Incentives: Not Authorized

Financial Disclosure Report : Not Required

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Cross References and Citations:

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