



State of New Jersey

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
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PHILIP D. MURPHY
Governor
Commander-in-Chief

SHEILA OLIVER
Lieutenant Governor

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JEMAL J. BEALE
Brigadier General
The Adjutant General

STATE EMPLOYEE VACANCY ANNOUNCEMENT NO. V15-19

OPENING DATE: 16 April 2019

CLOSING DATE: 30 April 2019

To be considered, applications must be received or post-marked by the closing date.)

POSITION: Cemetery Caretaker, O12

\$35,369.97 – Starting salary for New Hire (Non-competitive Title)

DUTY STATION: NJ Department of Military and Veterans Affairs

BG William C. Doyle Veterans Memorial Cemetery, Wrightstown, NJ

AREA OF CONSIDERATION: Application will be accepted from all interested New Jersey Department of Military and Veterans Affairs employees who meet the requirements listed below. Selection will be made from among the best qualified.

DESCRIPTION OF POSITION: Under the direct supervision of the Supervisor of Facilities, Repairs & Operations, performs the handling of interments, assembly and setting of grave markers and all phases of grounds maintenance. Assists in the carrying of caskets from the hearse to the church cart, to the chapel and into cemetery casket transporter after services are completed. Attends to floral pieces to be placed on the grave; disposes of excess pieces and sweeps chapel and surrounding area of debris between each funeral. Obtains temporary marker identification card from Interment Supervisor and drives cemetery casket transporter to gravesite for burial. Assists in carrying of casket from transporter vehicle to lowering device at gravesite. Acts as flagman to backhoe operator and squares off grave opening for placement of concrete liner. Drives dump truck with excess earth to disposal area. Assist in placing of planks and lowering device over grave opening. Lowering of casket in liner and retrieval of lowering device straps. Removal of device and planks. After lid is placed on liner and backfill operations begin, tamps earth at various levels of backfill. Levels, rakes and cleans topsoil on grave; places temporary marker and flowers on grave. Places flower cones in sections for public use; removes dead, wilted unsightly and illegal plantings or other articles on graves; removes and replaces filled trash basket liners. Assists in the assembly, placing and setting of grave markers in accordance with established procedures. Operates driving mower, hand mowers, weed whackers, back pack blowers, tractors, rototillers, and other ground maintenance equipment. Assembles and places garden hoses and sprinklers in

various areas of cemetery and maintains control, retrieval and storage of same. Maintains all grounds maintenance equipment, trucks and casket transporters in a clean and operable condition. Reports equipment failures for prompt repairs. Assists in the placing, storing and organizing of materials and supplies in maintenance garage areas. During the winter when frost is present, places grave warmers, connects propane tanks and supervises defrosting procedures. Assists in the moving, storing and organizing office furniture, equipment, and supplies. Prunes trees and bushes in the fall and spring and removes debris to dumpster. Rakes leaves. Opens and secures all doors, gates and equipment in the maintenance and public toilet facilities. Assists the public in location of gravesites and general information about the operation. Assists Senior Cemetery Caretaker in staking out new quadrants for future burials.

BASIC QUALIFICATIONS REQUIRED:

EXPERIENCE: One (1) year of experience in the performance of semiskilled grounds keeping work.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

RESIDENCY LAW: Pursuant to the "New Jersey First Act" N.J.S.A. 52:14-7 (L. 2011, Chapter 70), newly hired public employees are required to reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one (1) year after you begin employment to relocate your residence to New Jersey.

HOW TO APPLY: Complete an Application for Employment, cover letter, resume and any required documents (licenses, certifications and/or transcripts) and forward electronically by the closing date to CareersCentral@dmava.nj.gov. If unable to file electronically, FAX correspondence to (609) 530-7192 or mail to: NJDMAVA (ATTN: HRD Recruitment), PO Box 340, Trenton, NJ 08625-0340. Application can be obtained from our website at <http://www.nj.gov/military/personnel/forms/employment-application.pdf>

New Jersey Department of Military and Veterans Affairs is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

