

**Oak Lawn Cemetery and Arboretum
1530 Bronson Road
Fairfield, Connecticut 06824**

**Employment Opportunity
Grounds' Manager**

Oak Lawn Cemetery and Arboretum is seeking a full time Grounds' Manager to oversee and lead a groundskeeping staff while maintaining and enhancing its nearly 100 park-like acres. Experience in supervision of employees and having the compassion and professionalism needed in dealing with the general public in their time of need. Assist families in the selection of graves, lots, crypts, niches and monuments. Job requirements include, but are not limited to, a minimum of 5 years' experience in cemetery operations, including the ability to operate and maintain all cemetery equipment. Supervisory experience is a must.

Responsible for overseeing the preparation and completion of graves and entombment sites. Physical ability to lift up to 100 pounds. Observe and enforce safety rules and ensure compliance with the operating procedures of all safety guidelines.

Oversee that the staff performs all tasks necessary to maintain the Community Mausoleum.....general cleaning, vacuuming, window washing and everyday general building maintenance.

Capability of basic tree and bush trimming and pruning. Small tree removal, when required. Ability to mark out and dig foundations for family monuments and grave markers.

Valid state issued driver's license mandatory. Must pass background check and a pre-employment drug test.

Work week - Monday through Friday 7AM to 3:30PM. Must be able to work an occasional Saturday.

Benefits include health/dental insurance, company matching 401(k) plan, life insurance, LTD and paid time off.

Salary commensurate with experience.

Please send resume to margaret.oaklawn@gmail.com, with subject line Grounds' Manager Opening. No telephone calls.

Additional information about Oak Lawn Cemetery may be found by visiting our website, www.oaklawnct.com.