

**Grounds Keeper**  
**Catholic Cemeteries**  
**Archdiocese of Galveston-Houston**  
Mt. Olivet, 7801 Gulf Frwy., Texas City, TX

**Summary:**

The Catholic Cemeteries seeks a full-time Grounds Keeper. The Grounds Keeper would be responsible for maintaining the cemeteries buildings, roads, fences, trees, grounds, memorials, mausoleum, vases, walls, fences, gates vehicles and equipment. Performing maintenance on properties, buildings, and equipment. The Grounds Keeper position will pick up trash, raise and level memorials, set up and take down of burials, flagging and verifying grave spaces, completing maintenance in all cemetery locations. This position requires working outdoors and will be exposed to the elements. This is a full time Monday through Friday 8:30 am to 4:30 pm position and may occasionally require weekend and after hour surveys of cemeteries. This role is crucial in ensuring the cemeteries are maintained to a high standard and provide a Christian, peaceful and respectful environment for visitors and honoring the memory of those who are laid to rest.

**Knowledge, Skills, and Ability:**

Previous skills as a cemetery grounds-keeper are desired. Good communication and interpersonal skills. Mechanical skills with heavy equipment. Plumbing knowledge and skills. Privacy in relation to protect the privacy of the families we serve. Proficiency in computer applications such as email. Ability to work effectively under pressure and handle sensitive information and situations with tact and professionalism. Ability and knowledge to decipher the cemetery maps, ledger and plat information when required. Professionally, respectfully, and kindly helping those in need throughout the cemeteries. Self-motivation and reporting to team members.

**Physical Demands:**

The Catholic Cemeteries Grounds Keeper should be able to lift 50lbs or more. This position requires strong organizations skills, attention to detail and being strong team member. Ability, experience knowledge and or certification to drive and operate heavy equipment. Maintaining the appearance and cleanliness of the cemeteries, mausoleum, grounds, columbarium, buildings structures and features. Probing and marking grave sites. Cleaning, setting, and caring for the memorials and cemetery grave sites. Ability to climb ladders and machinery. Completing work orders and reporting back to the appropriate team members in a timely manner.

**Qualifications:**

High School Diploma with some college and or certification program preferred. Operating heavy equipment experience. Experience in maintaining grounds is preferred.

Interested candidates may send a cover letter, with salary requirement, and resume to [resume@archgh.org](mailto:resume@archgh.org)  
Please place Catholic Cemeteries Grounds Keeper on the subject line.