



Tennessee Department of Veterans Services Vacancy Announcement

OPENING DATE: May 28, 2015

CLOSING DATE: June 11, 2015

LOCATION

West TN State Veterans Cemetery
4000 Forest-Hill Irene Rd.
Memphis, TN 38125

POSITION TITLE

Cemetery Caretaker I
"Two Vacancies"

Salary Information

\$1,870.00 Monthly

Description of Duties / Responsibilities: Prepares ground for headstone placement and sets headstones. Assists equipment operators with opening of grave sites by preparing the lowering device for setup and use in lowering casket into grave. Assists equipment operators with closing grave sites and using tamping devices to compact dirt. Operates push mowers, chainsaws, riding mowers, weed trimmers, sprayers, blowers and hand trimmers. Checks burial schedules, communicates with supervisor for changes, and checks weather report for daily schedule. Reviews job board for daily work orders and equipment updates. Performs general physical activities to include cutting grass, trimming hedges, maintains flower beds, policing of dead and unsightly flower arrangements, maintenance of grounds, administrative office, committal shelter, and cleans headstones.

Minimum Qualification Requirements:

Must have six (6) months of professional grounds keeping experience.

Other Requirements:

Must possess a valid motor vehicle's operator license.
Must be able to lift heavy materials and equipment.

Complete Classification can be found at:

[Job Classification](#)

How to Apply:

Print and complete the application located at the following link:

[State of Tennessee Employment Application](#)

1. Applications can be mailed, emailed, or hand delivered.
2. Applications must be mailed at applicant's own expense.
3. Applications will not be returned.
4. Faxed applications will not be accepted.

Mail To:

TN Dept of Veterans Services
ATTN: Deanna Day
225 Martin Luther King Drive
Jackson, TN 38301

Email To:

Deanna.Day@tn.gov

Hand Deliver:

WTSVC
ATTN: Ms. Ida Wade
4000 Forest-Hill Irene Rd
Memphis, TN 38125