

# ***CEMETERY SEXTON***

Cemetery Department

## ***POSITION SUMMARY***

Under the supervision of the Utility Supervisor, the Cemetery Sexton is a non-exempt position under FLSA. This position performs administrative and skilled duties in the maintenance and operation of the City's cemetery. This employee is responsible for overseeing the daily operations of the cemetery, preparing graves for funerals, and supervising department personnel. This employee should possess a strong mechanical aptitude, and excellent communication, supervisory, and public relations skills.

## ***ESSENTIAL FUNCTIONS***

- Opens and closes graves for funeral homes and families;
- Locates cemetery spaces for the public;
- Performs turf management;
- Prunes trees and shrubs;
- Maintains cemetery grounds, roads, buildings and equipment;
- Directs the location of burial markers installed by other persons;
- Assist electrical department with tree trimming and placement of utility poles;
- Performs interments;
- Follows department policies and procedures;
- Follows safety procedures and practices.

## ***MARGINAL FUNCTIONS***

- Repairs and maintains department equipment for the cemetery and baseball complex;
- Performs truck driving duties for the Street Department, including the removal of snow and ice;
- Operates loaders and road graders;
- Assist Street Department with crack sealing and other street maintenance;
- Assists with water leaks and sewer repairs;
- Assist with meter reading and work orders;
- Assists other departments as needed;
- Performs other duties as deemed necessary or assigned

## ***CEMETERY SEXTON POSITION REQUIREMENTS***

**Experience:** One to three years of similar or related experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment.

**Education:** A high school diploma or GED is required. This employee must possess a valid Kansas Commercial Driver's License (CDL).

**Technical Skills:** A thorough knowledge of turf management, plant nutrition, equipment repair and maintenance techniques, safety procedures, mechanics, and a working knowledge of mathematics are required. This employee must be able to operate tractors, mowers, backhoes, loaders, turf maintenance equipment, pruning equipment, hand tools, and other department equipment. The ability to understand and anticipate problems, to follow department safety policies and procedures, and to interpret written instructions, maps, schematics, diagrams, reports, and manuals is required. This employee should possess a strong mechanical aptitude, and effective public relations, oral and written communications skills.

**Problem Solving:** Some independent problem solving is involved in this position. This employee encounters problems with equipment malfunctions, vandalism, and adverse weather.

**Decision Making:** Some independent decision making is involved in this position. This employee makes decisions about prioritizing assignments, performing necessary repairs, and performing daily duties in the safest and most efficient manner.

**Supervision:** This employee works with occasional supervision from the Utility Supervisor. This employee exercises occasional supervision over subordinate personnel.

**Financial Accountability:** This employee is responsible for department resources and equipment. This employee does have limited authority to purchase necessary department supplies. This employee does not participate in the annual budget process.

**Personal Relations:** Daily contact with the general public, subordinate personnel, co-workers and supervisory personnel, and occasional contact with the City Administrator is expected.

**Working Conditions:** Some adverse working conditions exist within this position. Exposure to blood borne pathogens, hazardous chemicals, adverse weather conditions, heavy machinery, and excessive noise is expected.

**Physical Requirements:** Manual labor including lifting and carrying heavy objects, bending, kneeling, climbing, extensive walking, and the ability to operate department equipment is required daily in this position.

---

*The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.*

---

**THIS JOB DESCRIPTION WAS LAST UPDATED ON NOVEMBER 13, 2012**