

TOWN OF THOMASTON

TITLE: Cemetery Sexton

START RATE: Yearly Stipend of \$16K to \$18K

DEPARTMENT: Hillside Cemetery

GENERAL FUNCTION:

Under the direction and supervision for the Hillside Cemetery Association Board of Directors, to plan, organize, coordinate, supervise and perform the essentials cemetery operations and activities required to run a 45 acre municipal cemetery.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note – This list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position.)

- Plan, organize, coordinate, assign and perform daily cemetery operations and activities; conduct routine inspections of cemetery grounds; assign special projects as necessary.
- Coordinate and schedule burial services and assist the public and funeral homes with arrangements; communicate with families and funeral homes in person and by telephone and provide a variety of information related to cemetery operations. Meet with families to select plots, arrange payments, and authorize grave openings and closings.
- Supervise and direct a seasonal staff which is responsible for grounds maintenance, including grass mowing, opening and closing of graves, trimming, landscaping, basic horticulture, raking, cleanup, tree removal, stone repairs, trash removal, water system maintenance, and other tasks as needed. Evaluate, train, and hire or release staff as needed. Review and approve employee timesheets.
- Maintain accurate and updated records for interments, cremations, grave sites, grave sales, deeds, and other related information; read maps to locate, research, and sell plots.
- Maintain power equipment, hand tools, and other cemetery equipment, including industrial mowers, gas trimmers, backhoe, dump truck, dump utility vehicle, and others as needed; perform seasonal maintenance on select power equipment; continue working relationship with Town of Thomaston road crew for assistance with repairs and provide fuel.
- Maintain three garage storage facilities and vault in an orderly, satisfactory condition; store equipment in said structures in an organized, safe manner; inspect buildings on an ongoing basis to ensure structural integrity and make repairs or request repairs as needed.
- Assure that all work is performed in a safe and timely manner.
- Perform related duties and responsibilities as required.

QUALIFICATIONS:

- Knowledge of cemetery operations, services, and activities.
- Principle of staff supervision and management.
- Knowledge of materials, methods, practices, and equipment used in cemetery maintenance and operations and activities.
- Principles of record keeping and map reading; good organizational skills.
- Ability to courteously interact with the public in times of need, using tact, patience, and compassion.
- Ability to work outside in all weather conditions.
- Ability to sit or stand for extended periods of time performing difficult manual labor; possess dexterity of hands and fingers to operate equipment; ability to walk over uneven or rough terrain.
- Obtain a basic knowledge of applicable federal, state, and local codes, laws, rules and regulations relating to cemeteries and human remains.
- Valid State of CT driver's license in good standing.