# TOWN OF BROWNVILLE JOB DESCRIPTION

Position	Title:	Cemetery Sexton	FLSA:	Non-Exempt		
Departr	nent:	Public Works	Classification:	On Call		
Reports	to:	Public Works Director	Revised:	April 2025		

## **POSITION SUMMARY**

✤ Responsible for all tasks related to burials and proper recordkeeping for the Town cemeteries.

## GENERAL RESPONSIBILITIES -ALL EMPLOYEES

- ☆ Communicates with supervisor(s), co-workers, town officials and the public in a courteous and positive manner.
- ♦ Adheres to the policies set forth in the Employee Handbook
- ♦ Arrives on time and prepared for the workday
- $\diamond$  Maintains a clean and organized workspace (including all buildings and vehicles).
- ♦ Demonstrates cooperation and adaptability while interacting with all team members
- ✤ Is approachable and responsive to ideas and feedback
- $\diamond$  Actively contributes as a team member when completing tasks, projects or meeting goals
- ♦ Able to work independently with minimal direction
- ♦ Interacts professionally with other agencies, departments, municipalities, vendors and customers
- ✤ Reports all injuries and accidents immediately to his/her supervisor and/or the Town Manager

## **POSITION SPECIFIC DUTIES & RESPONSIBILITIES**

- ☆ Arranges for the sale of cemetery lots, including the showing of the lot (s) and processing of all paperwork related to the sale.
- ☆ Maintains accurate records and maps identifying location of cemetery plots, owner of plot, and person buried in plot.
- ☆ Arranges for location and placement of burials with the families of the deceased in a professional and courteous manner.
- ♦ Marks burial areas, prepares gravesites and fills in graves after services.
- ♦ Coordinates with the Public Works Director on maintenance details concerning the cemeteries.
- $\diamond$  Other related duties as assigned and directed.

### **DESIRED EDUCATION & EXPERIENCE**

- ♦ A minimum of a High School Diploma or equivalent experience and education.
- ♦ Proven ability to communicate well with others on a difficult subject.
- ♦ Attention to detail and ability to keep accurate records.

### REQUIREMENTS

- ♦ Valid Class B, C Vehicle Operator's License; a reliable vehicle properly registered and insured.
- ♦ Ability to walk on uneven terrain and operate heavy equipment.

#### ACKNOWLEDGEMENT

I have reviewed the above job description and understand the duties and responsibilities assigned to me. I am able to perform the essential functions as outlined, and I have discussed any questions I may have about this job description, with a supervisor, prior to signing this form. I understand I may ask for a copy of my signed job description at any time.

Employee's Signature	Printed Name	