

TOWN OF BROWNVILLE

JOB DESCRIPTION

Position Title: Cemetery Sexton

FLSA: Non-Exempt

Department: 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
- ✧ 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
- ✧ 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.
- ✧ Other related duties as assigned and directed.

Initials _____

