

Town of Scotland, CT
Cemetery Sexton
Job Description

Job Title: **Cemetery Sexton**

FLSA: Exempt Non-Exempt

Job Desc. Effective Date:8-10-11

Job Desc. Last Review Date:8-10-11

Job Desc. Approved By: **Scotland BOS** Date:August 10, 2011

This position is: **Elected** **Appointed** **Hired**

POSITION SUMMARY

The Scotland Cemetery Sexton is responsible for issuing burial permits, burial plots, and providing statutory information to the Town Clerk.

JOB DUTIES

1. Sell lots. Record receipts, receive money. Transfer money to Town Clerk's Office.
2. Issue burial permits; include on permit, the place of burial, by section, lot or grave, or other place of interment.
3. Issue permits for disinterment.
4. Maintain record of burials by name, age, sex, date, lot number, etc. Note plots sold on map.
5. Communicate with Funeral Homes regarding burial plot locations and burial plans.
6. Ensure the correct location and placement of any permanent markers, stones, memorials etc.
7. Coordinate opening of grave (conventional burial) with appropriate company or personnel who will open the grave.
8. Open cremation grave (24"x24"x24") if required.
9. Ensure that graves and cemeteries are maintained.
10. Authorize special markers, monuments etc. within the cemetery.
11. Comply with City, State, and Federal Regulations.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

SUPERVISION GIVEN

None

SUPERVISION RECEIVED

Works under the supervision of the First Selectman.

QUALIFICATIONS

KNOWLEDGE, SKILLS, ABILITIES

1. Valid Driver's License.
2. Knowledge of cemetery system.
3. Knowledge of or ability to learn, the CT statutes pertaining to the Sexton
4. Good public relations abilities.

TOOLS AND EQUIPMENT USED

Cemetery maps and records.
Shovel, crowbar, pick

PHYSICAL DEMANDS

1. Hand-eye coordination to read maps and associated material, and maintain records. Ability to use measuring tape, triangulate from established markers.
2. While performing the duties of this job, the employee is frequently required to walk, stand, talk, hear, sit, and use hands.
3. Use hand tools including shovel, crowbar, pick. Shovel/move limited amount of dirt.
4. The employee is occasionally required to walk cemetery grounds.
5. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
6. Ability to work under stress from demanding deadlines and/or changing priorities and/or conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

General office.
Outdoor visits to cemetery as needed to review plots etc.

HOURS

As needed

COMPENSATION

1. The Sexton is paid on a fee schedule approved by the Board of Selectmen.
2. There are no benefits associated with this position.

The Town of Scotland is an equal opportunity employer

Employment with the Town of Scotland is "at will." The Town does not offer tenured or guaranteed employment. Either the Town or the employee may terminate the employment relationship at any time, with or without cause; with or without notice.