



TOWN OF RAYMOND, NEW HAMPSHIRE Cemetery Sexton

Department: Public Works Department

Compensation: Annual Stipend

Division: Town Office

Reports to: Town Manager

JOB SUMMARY

Manages the sale of plots, locates, and marks gravesites, tracking of internments, maintains burial records and the coordination of burials for all activities at Town cemeteries.

SUPERVISION RECEIVED

Works under the general supervision of the Town Manager and Director of Public Works. Work performance is reviewed through monthly meetings, observance of work performed, and feedback from Residents.

SUPERVISION EXERCISED

None.

EXAMPLES OF ESSENTIAL DUTIES

(The listed examples are illustrative only and may not include all duties found in this position.)

1. Coordinates service providers to opening and closing of graves; lays out new cemetery plots; maintains accurate and complete historical records of burials, plots, and permits.
2. Coordinates with funeral directors and families to ensure that memorial services and burials are accomplished smoothly and, in the manner, desired.
3. Meets with the public in relation to the purchase of plots and informs them of cemetery care and maintenance; sells and collects fees for plots; assists public with locating grave sites.
4. Ensures that all Town cemetery grounds are maintained. May supervise a contractor for other maintenance. May recommend a course of action for major repair or maintenance work.

5. Responsible for recording and maintaining burial records. Care taken to ensure all records are current and accurate.
6. Marking the location for all monuments that are to be installed by monument companies.
7. Responsible for the updating and enforcement of the Cemetery Bylaws, under the direction of the Town Manager, and carries out the directives of the Town Manager relative to the operation of the cemeteries.
8. May require occasional weekend work hours.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Basic knowledge of record keeping and bookkeeping. Ability to establish and maintain effective working relationships with Town officials, employees, and the general public; ability to assist the general public during times of extreme personal grief; ability to be available at various times throughout the day to meet with people interested in buying cemetery plots and to attend funeral ceremonies.

RECOMMENDED MINIMUM QUALIFICATIONS REQUIRED

Licenses/Certifications:

- Valid NH driver's license and acceptable driving record

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

JOB ENVIRONMENT:

Work requires standing and considerable walking on rough, wet, slippery surfaces, including dirt, asphalt, and concrete. Frequent exposure to continuous noises; exposure to minor injuries such as cuts and bruises; exposure to long periods of sunlight; poisonous plants, and insects and bees.

Ability to operate computer equipment, printer, facsimile machine, telephone, copier, and all other standard office equipment automobile, and power hand tools.

Interacts frequently with the public. Other contacts could include Town Departments, Funeral Directors, and Cemetery Board of Trustees. Contacts are in person, by telephone, and involve an information exchange dialogue.

Errors could result in delays or loss of services, cause damage to buildings and/or equipment and injury to others, impact public health and may have legal and/or financial ramifications.

Signatures:

This job description has been approved by all levels of management:

Town Manager _____ Date: _____

Department Head: _____ Date: _____

Finance Director : _____ Date: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee: _____ Date: _____