

Bay Township – Sexton Job Description

GENERAL PURPOSE

The Bay Township Cemetery Sexton performs a variety of supervisory, administrative, advisory, technical, and/or maintenance work for the Bay Township Cemeteries.

This position is a salaried position and hours will vary depending on the season.

SUPERVISION RECEIVED

The Sexton works under the general supervision of the Bay Township Clerk in conjunction with the Board of Trustees and the Cemetery Committee.

SUPERVISION EXERCISED

The Sexton will coordinate with outside vendors for the maintenance of cemetery grounds in those areas that professional services are required including the opening and closing of graves.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Maintenance

- Opens and closes graves or supervises thereof
- Supervises monuments' placements including foundations
- Levels and seeds new graves
- Levels and seeds existing graves which have settled
- Oversees the mowing and trimming at the cemeteries
- Oversees the snowplowing
- Monitors and maintains the irrigation system used by the public for plot maintenance
- Safely operates all power and non-powered tools located at the cemetery

Administrative Duties and Responsibilities

- Serves as unofficial historian and goodwill ambassador for the cemeteries
- Will be familiar with the Cemetery Ordinance and will implement cemetery rules in accordance to the most recently revised ordinance on record
- Performs a variety of public relations, which include providing assistance in site selection and payment as well as consulting with bereaved families as required
- Works with the funeral directors, monument companies, and public to convey the services and costs for burial in Bay Township Cemeteries
- Provides the buyers with all necessary paperwork
- Collects fees for lots, opening and closing of lots, turning all monies collected over to the Township Treasurer within three (3) days of receipt for deposit
- Records and files "Right of Burial" certificates
- Marks grave sites for burial
- Supervises grave digging and proper vault placement as outlined by the current Bay Township Cemetery Ordinance
- Stays on sight until the grave is closed and secure
- Pre-approves monuments to meet cemetery rules and regulations
- Approves monument placement and possess accurate information
- Performs administrative duties including the preparation of the cemetery ledger, burial records and maps of the cemeteries' lots keeping all documents current giving total access to the Clerk
- Possess knowledge of the Burial-Transit Permit and the process for implementation of that document

- Consults with the Township Clerk as liaison to the Board of Trustees with requests for any subcontracting. The Sexton is not authorized as a legal, fiduciary representative of the Township.
- Maintains a current, dated inventory list of cemetery equipment
- Prepares a monthly report to be emailed to the supervisor for distribution to all members of the Board of Trustees on or before the Friday prior to the second Thursday of each month.
- Recommends fee adjustments to the Board of Trustees
- Is a member of the cemetery committee
- Assists with special projects as requested by the Board of Trustees

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Must work in a safe manner not endangering him/herself or others and is knowledgeable of and complies with, OSHA and MIOSHA rules concerning grounds' maintenance and safety issues
- Must be able to research and interpret cemetery maps and data
- Must be able to communicate effectively orally and in writing – electronically and otherwise
- Must be able to exercise sound judgment in evaluating situations and making decisions
- Must have strong interpersonal skills in dealing with people
- Must have basic computer skills including the ability to research information via the internet, create and maintain spreadsheets/documents, send and receive emails, etc.
- Must be able to operate basic office equipment such as fax machine, copy machine, computer, printer, scanner, telephone, and calculator
- Must be able to measure accurately
- Work efficiently and independently

DESIRED MINIMUM QUALIFICATIONS

- High School graduate or equivalent
- Valid State of Michigan Driver's License
- Ability to be bonded
- Any combination of training and work experience indicating possession of the knowledge, skills, and abilities listed herein

PHYSICAL DEMANDS

The physical demands described here are representative of those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, walk, and reach with hands and arms. The employee occasionally is required to stoop, kneel, or crouch and lift thirty (30) pounds.

WORK ENVIRONMENT

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Work is performed in an office and out in the field. The noise level usually is quiet. The Cemetery Sexton may be contacted at any time to respond to important situations and/or emergencies.