

**TOWN OF COVENTRY
DEPARTMENT OF PUBLIC WORKS
JOB DESCRIPTION**

SEXTON

GENERAL PURPOSE: Performs a variety of supervisory, administrative, and technical work in the planning, operation, and administration of Town owned cemeteries.

SUPERVISION RECEIVED: Works under the general supervision of the Public Works Director.

SUPERVISION EXERCISED: Exercises some supervision over assigned maintenance workers and contractors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Supervises the operation of the Town cemeteries by scheduling burials, selling grave plots, coordinating plot ownership with Town clerk and Treasurer; works as staff to the Town Cemetery Commission;
2. Orders graves opened and closed;
3. Directs and participates in the recording of all burials and cremations; receives and processes burial permits; researches old burial records, checks lots and gives grave locations, and keeps accurate records;
4. Performs administrative duties including the preparation and administration of budgets, records, work orders, coordinates purchasing;
5. Performs a variety of public relations and marketing duties which include providing assistance in site selection and payment; consults with bereaved families as required;
6. Recommends pricing for burial plots; assists in drafting ordinances related to cemetery matters;
7. Coordinates the planning, organizing of the layout, operation and maintenance of cemetery grounds with Town Engineer and Director of Public works;
8. Provides recommendations regarding all supplies and materials needed for effective cemetery operation;
9. Assists in motivating and evaluating personnel by acting as a liaison between crew members and other supervisors;
10. Attends monthly Cemetery Commission meetings; assists the Cemetery Commission in drafting ordinances related to cemetery matters; Recommends pricing for burial plots; assists with administrative duties including the preparation and administration of budgets, records, work orders, consults with Public Works Director regarding purchasing.

PERIPHERAL DUTIES: Serves on various employee or other committees as assigned.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

1. Graduation from high school education or GED equivalent, and
2. Five (5) years of experience relating to the operations of a cemetery or related systems, or
3. Any equivalent combination of education and experience.

Necessary knowledge, Skills and Abilities:

1. Thorough knowledge of facilities, materials, methods and procedures used in cemetery systems, Considerable knowledge of the laws and ordinances affecting cemetery operations and the real estate laws affecting cemetery plots; some knowledge of landscaping methods, techniques and materials;
2. Ability to guide, direct and motivate assigned employees;
3. Ability to organize the activities of the operation; Ability to communicate effectively, verbally and in writing; Ability to establish and maintain effective working relationships with employees, volunteers, other departments and the public.

SPECIAL REQUIREMENTS: Valid State driver's license or ability to obtain one.

TOOLS AND EQUIPMENT USED: Skill in use of phone, personal computer including word processing and other software, copy and fax machine.

PHYSICAL DEMANDS: 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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 lbs.

Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

DISCLOSURE:

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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date: Revision History:

Recommended by the Cemetery Commission 1/20/2022