

**PUBLIC WORKS CEMETERY SEXTON
POSITION DESCRIPTION**

General Statement of Duties:

The Cemetery Sexton is responsible for the operations and maintenance of the City's Maple Hill Cemetery. In addition the Cemetery Sexton will periodically be required to assist other Municipal Services Department functions and operations, including on-call duty.

Distinguishing Features of the Position:

This position may require after hours work as needed for funeral arrangements. This position is appointed by Municipal Services Superintendent and reports to the Public Works Foreman. This position is hourly and non-represented.

Examples of work (illustrative only):

Maintenance of Cemetery:

- Performs basic lawn care requiring the operation of riding mowers, push mowers, weed whackers and other landscaping or maintenance equipment.
- Generally responsible for all the up keep and maintenance of the cemetery.
- Maintaining and conducting minor repairs to headstones, benches, waste containers, columns and fencing.
- Maintain all cemetery buildings and other features.
- Cooperatively works with funeral directors and others arranging burials.
- Must maintain maps and records of the cemetery in an orderly fashion.

Miscellaneous:

- Periodically assists other Public Works Department employees in other department functions and operations, including: street maintenance operations; snow removal; sanitary sewer maintenance operations; storm sewer maintenance operations; any and all other operations of the department.
- Maintains a friendly and helpful working relationship with co-workers, citizens, and public officials.
- Adheres to all safety requirements for the performance of all assigned tasks and wears all Personal Protective Equipment required.
- Performs minor repair and maintenance to equipment used. Performs any and all other tasks as assigned including being available for on-call duty.

Required Knowledge, Skills, and Abilities:

- Knowledge of safety operation of vehicles used by Public Works Department.
- Knowledge of safe operation of equipment used by Public Works Department.
- Ability and willingness to stay current with advanced technology through employer provided training and/or formal classes.
- High school diploma or equivalent is required.
- Valid commercial driver's license (CDL) with air brake endorsement, with good driving record, is required.
- Knowledge of regulatory agencies: OSHA, DOT and DWD.

- Knowledge and ability to maintain burial and plot records within either paper-form filing system or computer based software system as prescribed by the supervisor.
- Completed training, continuing education and knowledge in CPR, AED operations and first-aid.

Work Environment:

Working outside in the elements such as heat, cold, rain and sun. Potential for high levels of pollen, dust and other irritants typical with outdoor conditions and large maintenance garages. Potential to work at night running snow plows during blizzard like conditions. Standing, walking, working and driving around or within moving traffic. Working in a large maintenance shop with running equipment, loud noise, and hazardous or flammable chemicals. Work in confined spaces including but not limited to well or pump house, catch basins, excavation sites and the water tower.

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 frequently required to use hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, sit, and talk or hear. The employee may be required to lift, pull and/or move 50 pounds for extended periods. Must occasionally lift, pull and/or move 100 pounds with mechanical and/or physical assistance. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Must be capable of periodic heavy stretching and pulling for extended periods of time.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

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 position description for the Cemetery Sexton 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. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

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Reviewed by Municipal Services Committee 1/27/2015

Approved by Finance & Labor Relations Committee 2/05/2015