

Town of Bradley

Position Description – Greenwood Cemetery, Sexton

Type of work: Seasonal – Part-Time

Rate of pay:

Type of Supervision: Minimal

This position is a working supervisory position responsible to the Bradley Town Board. The person is responsible for the day-to-day operation of the cemetery through his/her own labor and the supervision of the seasonal assistant(s) hired by the Bradley Town Board. When deemed necessary by the Bradley Town Board, the sexton may also be assigned additional work other than at the cemetery. The sexton is responsible for locating, platting and mapping the location of graves and recording them accurately. The sexton will keep an accurate time sheet of work performed and time required to complete each task. The sexton will be required to provide the time sheets for the sexton and assistant to the Bradley Town Clerk. This person also evaluates the assistant's performance and recommends personnel actions to the Bradley Town Board.

Duties and Responsibilities:

- A. Maintain the cemetery in a neat and orderly condition
 - A1. Rake leaves, mow, and trim the grass
 - A2. Fill in low spots in roads and lots
 - A3. Fill, seed, and dress graves
 - A4. Remove dead flowers, fill around and level head stones
 - A5. Maintain water system
 - A6. Maintain serenity pond and surrounding area
 - A7. Maintain crypt, outbuildings, mowers, trimmers, and various hand tools

- B. Act as administrator of the cemetery
 - B1. Develop and maintain a mapping system for the cemetery to accurately identify used and unused plots. Provide a copy to the Bradley Town Clerk whenever maps are updated
 - B2. Create and maintain accurate records of lots purchased, burial sites, and unused plots. Provide a copy of all records to the Bradley Town Clerk whenever records are updated
 - B3. Locate and stake graves for opening
 - B4. Report on a regular basis to the Bradley Town Board on cemetery operations

C. Supervise Assistant(s)

- C1. Schedule assistants hours of work
- C2. Assign and monitor tasks to be accomplished
- C3. Provide the assistant with a time sheet to log the type of work completed and time required to perform the task
- C4. Recommend disciplinary actions when necessary
- C5. File death certificates with the Clerk of the Town of Bradley
- C6. Assist family members with finding burial sites