



Charter Township of Waterford Job Description

Cemetery Sexton

Department:	Department of Public Works – Facilities & Operations Division
Supervised By:	F&O Foreperson
Supervises:	Lower Graded DPW Personnel as Assigned
Bargaining Unit:	Teamsters
FLSA:	Non-exempt
Status:	Full-time

General Summary

Under the supervision of the Foreman of Grounds, Cemetery Sexton provides a variety of manual tasks related to general maintenance of cemetery grounds and individual graves. Person must be able to lead one or more maintenance workers in setting up tents and preparing for funerals services.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Must be able to show and sell cemetery lots to the general public.
2. Must be able to work outside of set work schedule.
3. Locates a precise cemetery lot utilizing technical maps and records, lays out grave, removes sod, digs grave and sets vault, erects tent and prepares site for funeral.
4. Receives funeral processions and collects proper papers and/or money due.
5. Lowers vault with casket after funeral, places lid on vault, fills grave with dirt, replaces sod and loads excess dirt on truck.
6. Must understand the rules and regulations of the Waterford Cemeteries and any applicable state regulations and be able to see that they are carried out.
7. Must be able to locate and install grave marker. Also, must be able to mix and install cement foundations for grave markers as required by Township ordinance and level existing foundations.
8. Must be able to work with monument companies regarding delivery and placing of monuments in the cemeteries.
9. Must be able to maintain (5) five Township owned cemeteries.
10. Works at other tasks in buildings and grounds as assigned by the department.
11. Must be able to serve as an unofficial historian and greeter as well as a general goodwill ambassador regarding the cemeteries.
12. Other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

1. Must be a high school graduate or equivalent.
2. Must have prior knowledge working with the public, funeral directors and handling all facets of the cemetery burials.
3. Must be experienced in operating a tractor-backhoe that requires grading, digging soil or loading trucks and/or related landscape work. **Skills Test Required**
4. Ability to learn the operation and characteristics of maintenance equipment and tools.
5. Must be able to use technical maps in order to locate graves.
6. Ability to communicate accurately, clearly and concisely in writing, orally and electronically, in the English language
7. Must possess a valid Michigan's Driver's License at the time of employment and be able to meet the Township's driving standards and ability to obtain a Michigan (B) CDL with air brake endorsement within six (6) months of appointment to the Cemetery Sexton position.
8. Ability to learn applicable codes, regulations, policies and procedures.
9. Leadership ability to direct work of others.
10. Must pass a pre-employment physical and drug screen
11. Must be able to pass a physical agility test given by a third party administrator.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 typically in hazardous, difficult, unsanitary and disagreeable conditions. The employee is regularly required to work mostly outside, in all weather conditions, and in both elevated and confined spaces.

This is a highly demanding physical position, requiring full range of motion and the use of both fine and gross muscles of the body. The employee is required to reach overhead and work bent or stooped for extended periods of time. The employee is regularly required to lift objects of \pm 20 pounds and occasionally lift objects over 75 pounds. The employee must work and walk over various terrain and in all extreme weather conditions. The employee must be able to manually write and work with computer keyboard. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

WATERFORD TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER

WAGES:

Start	\$25.51/hr.
6 Months	\$27.01/hr.
1 Year	\$28.51/hr.
2 Years	\$30.01/hr.

Posting Date:

Closing Date: Open Until Filled

Application forms for this position can be obtained from the Human Resources Department, 5200 Civic Center Drive, Waterford, Michigan or on the Township's web page <https://www.waterfordmi.gov/jobs>