

JOB DESCRIPTION FOR THE CEMETERY SEXTON

For the: UPPER GREEN RIVER CEMETERY DISTRICT of Sublette County Wyoming

Position is under the direct supervision of the District Administrator of the Upper Green River Cemetery District. The District includes the Boulder, Bondurant, Cora, Daniel and Pinedale Cemeteries.

The purpose of this job is to support the goals and objectives of the District to provide excellent service and maintain exceptional appearance of cemeteries for perpetuity as contained in the District Mission Statement.

Primary Duties and Responsibilities:

1. Attend and participate in all scheduled Board meetings.
2. Ensure compliance with all Federal, State and Local Statutes related to cemeteries.
3. Assist Administrator in maintaining a list of gravesites available.
4. Locate and layout gravesites and open and close graves with use of a backhoe. Prepare site for the funeral and assist Funeral Director as needed. Refer to Procedures Manual.
5. Assist Administrator in maintaining current Directory Roster
6. Maintain current Rules and Regulations
7. Re-establish sod on all graves within one year of burial
8. Supervise seasonal maintenance personnel.
9. Operate and maintain sprinkler irrigation systems as specified in the Operation Instructions in Procedures Manual applicable to those cemeteries with sprinkler irrigation.
10. Perform seasonal maintenance of grounds as specified in Procedural Manual.
11. Maintain all buildings, equipment and grounds cleaned and orderly.
12. Perform routine maintenance and repairs of equipment.
13. Ensure correct placement of grave markers, monuments and memorials.
14. Rehabilitate settled graves and monuments to original placement.
15. Maintain cemetery entrance signs.
16. Ensure snow removal occurs in a timely manner.
17. Prepare for special events such as Memorial and Veterans Day.
18. Other duties as may be identified by the Board or Administrator.
19. Maintain septic system as required.

Sexton will receive an annual performance review from the Administrator

Job Skill Requirements:

- Ability to lift 50# and 150# with assistance
- Use of all limbs unrestricted and ability to be on hands and knees
- Able to Operate a Backhoe

- Use of Microsoft Office programs, QuickBooks, e-mail, and web browsing
- Knowledge of water irrigation systems
- Customer service focus
- Knowledge of landscape, trees, grasses
- HS Diploma
- Previous experience in landscape maintenance
- Previous experience in machine, equipment maintenance.

Approved by vote of Cemetery Board:

Board Chair: _____ Date: _____

Sexton: _____ Date: _____