

# Town of St. Johnsbury

## Cemetery Sexton Job Description

### Primary Role:

The Cemetery Sexton (the Sexton) is the principal staff person responsible for administration and arrangement for burials in the Town owned cemeteries.

The Sexton is appointed by the Town Manager with approval by the Cemetery Commission. This position is part-time, with hours that are flexible depending on the number of burials scheduled. The Sexton needs to be available beginning when the cemeteries open in May until they close in October. Making arrangements can be flexible depending on the parties making the funeral arrangements, and burials often require weekend work.

### Nature and Scope of Position:

- The Sexton is a professional position with a degree of independence and responsibility, as well as sensitivity to assist families and friends to assist with funeral arrangements.
- The Sexton shall be available by phone, and shall respond to messages and shall be able to complete research during regular hours of operation of the Town Clerk's office as well as return calls and meet at the cemeteries with individuals making funeral arrangements.

### Duties and Responsibilities Include:

- The Sexton will be responsible to assist applicants to complete a burial permit and receive those permits and provide to the Town Clerk for record keeping.
- The Sexton will be responsible to check available space within grave plots prior to assisting to make arrangements.
- The Sexton will be responsible to open and close cremation graves.
- The Sexton will be responsible to assist to make arrangements for full burials including marking out existing grave locations, meeting with contractors excavating and closing the grave, setting the vault, and ensuring the final seeding and mulching is done.
- The Sexton is responsible for taking final measurements of urns, vaults, etc and recording location on lot cards along with pertinent information of the deceased.
- Other duties as necessary

### Desired Qualifications, Abilities and Skills:

- The Sexton shall be available by phone, or to receive messages and return calls to assist with completion of burial permits and funeral arrangements.

- The Sexton shall be able to complete research at the Town Clerk's office during regular office hours.
- The Sexton shall be available to open cremation graves within 24 hours prior to a funeral service and to close the grave within 8 hours of the completion of the ceremony which regularly occurs on weekends.
- The Sexton must be able to read maps and records and articulate in the field to determine the location of existing vaults and urns as well as take field measurements and transcribe onto records to document the location and details of new burials.
- The Sexton must be capable of hand digging and backfilling a 2'x2'x2' hole for the preparation of cremation graves, including moving the excavated material up to 25' from the site in buckets and/or wheelbarrows.
- Ability to read plans, drawings, and maps
- Ability to interact effectively with the public
- Familiarity with the Town of St. Johnsbury Cemetery Commission
- A valid driver's license and reliable transportation.