



Meagher County

SEXTON JOB DESCRIPTION

The County is an equal opportunity employer. The County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description 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 change.

Job Title:	Mayn Cemetery Sexton	FLSA Status:	<input checked="" type="checkbox"/> Non-Exempt	<input type="checkbox"/> Exempt
Department:	Mayn Cemetery	Reports to:	Cemetery Board	

Work Unit Overview: The Mayn Cemetery Sexton provides grounds keeping services, burial assistance and maintains burial records. The Mayn Cemetery is overseen by the Cemetery Board who work directly the Sexton on the operations and maintenance of the Mayn Cemetery. The Sexton ensures the cemetery is clean, safe, and aesthetically pleasing according to established cemetery policies and practices.

This position is Full-time with reduced hours in the winter.

Job Summary: The Mayn Cemetery Sexton is responsible for maintenance of the cemetery grounds, sprinkler system and equipment, maintains and manages burial records and acts as a liaison to the public. The Sexton will coordinate with the County Clerk & Recorder offices regarding internments and sales of plots/lots. The Sexton will meet with the Cemetery Board a minimum of once a month to review the operations at the cemetery.

Essential Functions (Major Duties or Responsibilities):

These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.

- Maintain lawn areas with tractor, riding mowers, push mowers, string trimmers, weed eaters, edger's and related power equipment to ensure the Mayn Cemetery grounds are attractive and groomed according to established landscaping practices.
- Design, plant, and maintain areas of trees and shrubs within the Mayn Cemetery to ensure the grounds are safe and aesthetically pleasing. This



Meagher County

SEXTON JOB DESCRIPTION

includes pruning, trimming, weeding, and shaping as needed. Also ensure the proper water techniques and fertilizing to effectively maintain healthy growth of the grass, trees, and shrubs.

- Identify insect, rodents, disease, or environmental problems on grass, shrubs, and trees in order to plan programs for fertilizer, pesticide, and other chemical applications to ensure healthy development and forestall death and disease.
- Remove deadfall, brush, and dead trees using a chain saw and other power equipment as needed. Repair areas damaged by weather, trees, or equipment.
- Maintain an inventory of vehicles, equipment and tools. Inventory will be reviewed and updated once per calendar year in October. And copies given to both the Cemetery Board and the Meagher County Finance Office.
- Operate a County vehicle to transport material and fuel to and from the Mayn Cemetery safely and effectively according to laws and department procedures. This includes collecting and delivering supplies/equipment, transporting trash, brush and clippings to Transfer site, and other related tasks. Vehicle is allowed to be taken how is residence is within 3 miles of the city limits.
- Inspect tools and equipment to ensure the safe and effective operation of mechanical and electronic components. Check fluids, lights, tires, and other parts/materials; complete routine maintenance and repairs, inform the cemetery board of all major repair and/or maintenance needs.
- Perform customer service duties pertaining to plot/lot sales and internments Coordinate the information with the County Clerk & Recorder offices for official record keeping.
- Coordinate with the City of White Sulphur Springs for backhoe services.
- Prepare appropriate areas for burial and funeral services in which public will be attending. Complete essential duties before, during, and after burial services. Oversight of the installation of headstones and grave markers to ensure proper placement.
- Ensure accessibility to the Cemetery during all times of the year, including snowplowing, snow shoveling, opening and closing of the cemetery gate as needed. Snowplowing at other county property including the courthouse, ambulance building, library, sheriff office.

Non-Essential Functions:

- Submit timecards to the cemetery board for approval at the end of each pay period.



Meagher County

SEXTON JOB DESCRIPTION

- Place a notice in the local Meagher County News for two consecutive weeks, no later than September 15th of each year for the removal of silk flowers within the cemetery.
- Assist the American Legion with before & after setup of the Avenue of Flags for Memorial Day Holiday.
- Assist in building maintenance, repair and renovations, special construction projects as needed, and oversight of contractors.
- Follow all State & Federal flag proclamations.
- Mark roads & irrigation pipes clearly for all motorized vehicles
- Perform other duties as assigned including managing special projects, attending meetings and conferences, participating in trainings, etc.

Physical Demands and Working Conditions:

- Essential functions involve significant physical demands related to repeated lifting up to 50 pounds; carrying tools, materials, and equipment over level and rough terrain; climbing, reaching, and bending; and operating gas, diesel, and electrically powered equipment.
- Required to squat, stoop, and kneel to operate and repair equipment and to climb into trucks and other equipment.
- The job is required to work outdoors on varied terrain in all weather conditions. Areas may consist of loud noises from mowing/landscaping equipment. Working conditions may require the use of protective gear (e.g. hard hats, respirator masks, gloves, eye protection, etc.)
- Exposure to equipment where risk exists of getting burned, bruised or scraped. Exposure to environmental allergens such as grass, weeds, and plant pollens.
- Contact with oil and petroleum products. Exposure to solvents, pesticides, and herbicides. Exposure to gases and fumes from equipment.

Supervision Exercised:

The job typically supervises a seasonal employee that assists with the summer grounds keeping needs.

Knowledge, Skills, and Abilities:

The job requires knowledge of proper methods, techniques, materials, tools and equipment used in modern ground maintenance; of general landscaping methods and procedures; of supplies and tools used in planting and caring for lawn, trees, and shrubs; appropriate safety precautions rules and procedures; proper lifting techniques;



Meagher County

SEXTON JOB DESCRIPTION

understanding of integrated pest and weed management practices common in landscape installation and maintenance; general maintenance and repair of equipment and vehicles and general knowledge of the activities that take place at the Mayn Cemetery.

The job requires skill in using landscaping and grounds keeping equipment, identifying adverse conditions affecting trees, lawns and shrubs and reporting needs to the Cemetery Board. Manage effective working relationships with other County staff and members of the public.

The job requires the ability to effectively use hand and power tools common to landscape maintenance; maintain tools and equipment in clean working order; meet schedules and time lines, to observe health and safety regulations, to work independently, prioritize and manage multiple tasks and effectively apply time management skills, problem-solve and establish and maintain positive and effective working relationships with diverse populations.

The job requires the knowledge of computers; Microsoft Office programs, Word, Excel, Outlook (email).

Education and Experience:

The job requires education and experience equivalent to a high school diploma or GED.

Preferred one (1) year of grounds and equipment maintenance experience.

Requires a valid driver's license.