

Town of Unity

Sexton

Job Description

The Sexton is appointed annually by the Select Board and shall perform all duties assigned by the Cemetery Committee.

Duties include but not limited to:

- Supervising all hired, contracted, and volunteer personnel.
- Field phone calls and inquiries from individuals, funeral services/directors, and gravediggers.
- Assist those who purchase or would like to purchase cemetery plots by arranging visits to available plots and handing out the Cemetery Ordinance.
- Available for consultation before the placement of any headstone, monuments, or markers.
- Overseeing the preparation of gravesites for burial and fill-ins after services.
- Overseeing the exhumation procedure. Ensuring that the removal is under the supervision of a licensed funeral director.
- Participating in all Town cemetery recordkeeping, including ownership of lots and burial records with the Administrative Assistant.

Requirements of Work:

- Knowledge and awareness of Dig Safe laws.
- Ability to directly observe and supervise cemetery grounds and activities.
- Ability to establish priorities, plan, organize, assign, supervise, and review work of all personnel.
- Ability to manage job related stress.
- Ability to establish and maintain effective working relationships with local, county, and state officials and organizations.
- Ability to exercise discretion, tact, and diplomacy at all times.
- Commitment to protect the confidentiality of the citizenry.

Training and Experience Required:

- Experience in supervising workers preferred.
- Knowledge of and/or ability to research the most effective methods to maintain and revitalize cemeteries.

Necessary Special Requirements:

- Must be at least 18 years of age.
- Must be authorized to work in the United States.