

# Hopkinton Cemetery Trustees

Sexton Position Description

August 2017

The Cemetery Sexton will manage the cemeteries within the Town's purview and will work on behalf of the Trustees, acting as their agent to the general public. The Sexton performs a variety of supervisory, administrative, technical and maintenance work in the planning, construction, operation, maintenance of the cemetery. The Sexton acts as the eyes and ears of the Trustees and is expected to take a proprietary interest in managing the Town's Cemeteries.

## **MAINTAINING AND CARING FOR CEMETERIES**

- Supervise the regular mowing during spring, summer and fall
- Supervise the maintenance of the Memorial Gardens
- Supervise the clean-up of leaves in late fall and early spring
- Clear brush and overhanging trees from cemetery borders
- Clear fallen trees and branches from the cemeteries
- Light gardening duties such as trimming shrubs and upkeep of Memorial Gardens.
- Remove dead and artificial flowers, containers, plastic keepsakes and the like from graves
- Ensure cemeteries are clean and free of litter
- Perform routine maintenance of fences and cemetery equipment
- Establish and follow schedules for cemetery maintenance
- Install and maintain Rules and Regulations boxes; keep stocked with official literature
- Install corner blocks for newly purchased grave sites

## **KEEPING RECORDS AND DEALING WITH THE PUBLIC**

- Coordinate tasks associated with burials (sale of plots, marking gravesite, opening & closing grave) with families, funeral directors, and any others involved
- Update Cemetery Trustee records of plot sales and burials
- Explain burial and plot sale requirements to the public
- Sell plots, and forward payments to Town Office
- Report sales to the Cemetery Trustees
- Coordinate the opening and closing of graves, and sow grass
- Receive burial fees and permits from funeral directors and forward permits to the Town Office
- Attends Cemetery Trustees Meetings

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## REQUIREMENTS FOR THE POSITION

- On-call availability to work non-standard hours, time is scheduled as needed, minimally 10 hours weekly. The target for total seasonal hours is 380 hours
- Must have interpersonal skills to ensure sensitive, cordial and polite interaction with the public
- High school diploma or GED
- Valid New Hampshire driver's license
- At least six months' experience in grounds maintenance or experience in a related field
- Familiarity with the power and hand tools needed for this work
- Ability to lift and carry moderate weights and perform all physical duties of the position occasionally in bad weather
- Knowledge of safe work procedures, and willingness and ability to execute them
- Familiarity with NH laws pertaining to cemeteries, and both state and federal laws on safe working conditions and working with hazardous materials
- The foregoing is intended to describe the general requirements for the position. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements for the position. The Sexton may be assigned additional duties as needed by the Cemetery Trustees