



Cemetery Sexton

Toole 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: Cemetery Sexton
Department: STC Cemetery

FLSA Status: Non-Exempt Exempt
Reports to: Cemetery Board Chair/Commission

Work Unit Overview: The Cemetery Sexton is each responsible for the upkeep and maintenance of the grounds, buildings and structures within the area that they are assigned to administer. Each department ensures their areas of responsibility are clean, safe, and aesthetically pleasing according to established principles and practices.

Job Summary: Plans operations, maintenance and improvements of the cemetery; supervises laborers and participates in the digging, preparation, refilling and maintenance of trees and other plants; creates and maintains cemetery watering system; performs routine maintenance on minor equipment; plans, prepares and maintains records for cemetery burial plots; works with public in determining and maintaining records for the correct place of burial; work with public, funeral directors and sales persons involving preparation for and maintenance of burial plots and head stones; assists in preparing and monitoring annual department budget; supervise personnel, including recommendation for hire and fire, scheduling of leave, etc.; maintain and make such reports to governmental agencies as required.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Design, plant, and maintain flower beds and areas for trees and shrubs within assigned grounds to ensure that grounds are safe, effectively maintained, and aesthetically pleasing. This includes pruning, trimming, weeding, and shaping as needed and ensuring that proper watering techniques and feeding/fertilizing schedules are effectively maintaining the healthy growth of flora and fauna. Establish new gardens and refurbish existing gardens accordingly.
- Maintain lawn areas with tractor, industrial mower, riding mower, pushing mower, string trimmers, weed eaters, edger's and related power equipment to ensure assigned lawn areas are attractive and groomed according to established landscaping practices.

- Aerate mulch, fertilize, and seed lawns according to established procedures and product instructions to ensure proper growth and avoid unwanted weed or insect infestations. This includes reading instructions and complying with all applicable laws when applying seeds, fertilizers, pesticides, insecticides, and keeping accurate records of application dates and procedures followed.
- Work with funeral director and public involving the preparation for and maintenance of burial plots and head stones. Work with public in determining and maintaining records for placement of plots and burial.
- Perform seasonal maintenance tasks such as plowing snow from parking lots, driveways, and walkways to ensure grounds are safe and accessible to members of the public.
- Maintain and operate grounds maintenance equipment by performing a variety of preventative maintenance, cleaning, minor corrective repair, oiling, sharpening and related activities to ensure equipment performs optimally and minimize down time. This also includes maintaining and repairing irrigation systems, performing light maintenance and repair on vehicles, and appropriately maintaining all hand tools.
- Performing applicable cemetery duties before, during, and after a funeral to ensure activities take place safely and according to applicable procedures. This may also include fencing off areas for crowd control and keeping records of activities and the requisite supplies and equipment needed.
- Operate County vehicles to transport material to and from job sites safely and effectively according to laws and department procedures. This includes collecting and delivering supplies/equipment, transporting trash, brush, clippings and recyclables to County facilities, and related tasks.
- Maintain clean and safe public areas by installing and conducting routine maintenance of signs; reporting vandalism and hazards to proper authorities and supervisors. This includes removing graffiti, cleaning headstones, maintaining and repairing fencing and performing all related activities that contribute to creating a clean, safe and healthy environment for the public.
- Remove deadfall, storm damage, brush, and dead trees using chain saw and other power equipment as needed. Repair areas damaged by plows or weather conditions.

Non-Essential Functions:

- Assist in building maintenance, repair and renovations, and special construction projects as needed in preparing activities on designated grounds.

Physical Demands and Working Conditions: *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Frequently required to climb on ladders and walk over uneven terrain to operate grounds equipment and remove trash, clippings snow, etc.
- Required to squat, stoop, and kneel to operate and repair equipment and to climb into trucks and onto other equipment.
- Must operate trucks with snow removal equipment and haul equipment and have a lifting ability to remove and replace parts on equipment.
- Must be able to lift 50 pounds.
- Works outside in varying weather conditions and in areas with loud noise.
- Exposure to equipment where risk exists of getting burned, bruised or scraped and to environmental allergens such as grass, weeds and pollens.
- Contact with oil and petroleum products. Exposure to solvents, pesticides and herbicides. Exposure to gases and fumes.

Supervision Exercised: This is a supervisory position.

Knowledge, Skills, and Abilities:

The job requires knowledge of proper methods, techniques, materials, tools and equipment used in modern ground maintenance; of supplies and tools used in planting and caring for lawns, trees, and shrubs; appropriate safety precautions, rules and procedures; proper lifting techniques; general maintenance and repair of equipment and vehicles and the particular function and activities that take place at the particular grounds being maintained whether it is a cemetery, facility, or fairgrounds. The job requires skill in using landscaping and grounds keeping equipment and in managing 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.

Education and Experience:

The job requires education and experience equivalent to a high school diploma or GED or one (1) year of grounds and equipment maintenance experience.

Requires a valid Montana driver's license with a good driving record.