

ASSISTANT CEMETERY SEXTON

Job Description

GENERAL STATEMENT OF DUTIES

The Assistant Cemetery Sexton is a mid-management position assisting the Sexton with overseeing the operation and maintenance of all City of Aurora owned Cemeteries. This position involves administrative duties regarding recordkeeping of interment of remains, burial maps, handling burial permits, fees and sales of cemetery plots and services. This work also includes providing input to the Sexton for budgeting, recordkeeping, and supervision of seasonal and part time maintenance staff. This position also involves coordination of maintenance and construction work for the cemetery, and other duties as assigned by the Sexton.

SUPERVISION RECEIVED

The Assistant Cemetery Sexton works under the supervision of the Sexton. This position routinely exercises independent judgment in carrying out the details of the work program and is responsible for results achieved.

SUPERVISION EXERCISED

The Assistant Cemetery Sexton supervises maintenance and seasonal employees.

EXAMPLES OF DUTIES

The following examples are meant to be illustrative only and are not intended to be all-inclusive:

- Assists the Sexton in supervision and management of a wide variety of tasks relating to overall management and maintenance of city cemeteries
- Customer Service work involving responding to inquiries from individuals, funeral service/Directors, and contract staff
- Performs a variety of public relations and marketing duties, which include providing assistance in site selection and payment as well as consulting with bereaved families as required
- Assisting the Sexton with overseeing the preparation of gravesites for burials and fill-ins after services
- Perform opening or closing and maintaining of graves in accordance with state regulations
- Monitor and report any non-compliance of City Code, state statutes, city policies or regulations of the cemetery to the City Manager as necessary
- Assisting the Sexton in all City cemetery recordkeeping including recording of lot purchases, ownership of lots and burial records with the City Treasurer
- Providing input to the development of the annual operating cemetery budget

- Make recommendations to the Sexton regarding capital projects and capital expenditures
- Assist in the construction of new roads and marking out new blocks and lots in the cemetery
- Participating in updating City Codes relating to policies, and rules relating to City Cemeteries
- Operate all motorized equipment such as pick-up, dump truck, tractor, backhoe, snowplows, and similar equipment
- Perform routine service and maintenance on motor vehicles and equipment
- Supervise in perform work in the planting, cultivation, care and treatment of shrubs, flowers, lawns, and trees
- Assisting the Sexton supervise and assist with mowing, raking, trimming, edging, fertilizing, and water of parks, public grounds, and cemetery turf
- Assisting the Sexton supervise and install sprinkler systems on all public grounds
- Assisting the Sexton supervise and instruct others in the use, care, and maintenance of turf equipment as well as power and hand tools
- Assisting the Sexton prepare work schedule, train, and evaluate subordinates
- Assist the Sexton ensure that employees are equipped with proper safety apparel and equipment and in compliance with safety standards set forth by the City
- Work closely with the Sexton in regard to budget preparation and requisition for payment of bills related to cemetery maintenance, and operations
- Required to perform weekend, on-call and holiday work when as directed and/or scheduled by the Sexton

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of City Codes, policies and rules relating to City of Aurora Cemeteries
- Knowledge and understanding of City of Aurora cemetery mapping and burial plot organization
- Knowledge of cemetery, parks and building maintenance including sprinkler systems, planting and pruning of trees and shrubs as well as care of trees, shrubs, and turf
- Skill in use of tools and equipment used in the cemetery, park and building maintenance
- Knowledge of basic skills in construction and repair, including carpentry, plumbing, painting, cement work, irrigation systems, and electricity
- Knowledge of the operation maintenance and repair of lawn mowers, tractors and all other equipment used in parks, grounds and cemetery operations
- Ability to instruct and supervise employees to perform a wide variety of tasks related to parks, grounds, maintenance and construction work
- Ability to understand and follow verbal and written instructions with limited supervision
- Ability to locate and dig graves as requested

- Skilled in the operation of a wide variety of medium to heavy equipment
- Ability to establish and maintain accurate cemetery records and reports
- Ability to establish and maintain effective working relationship with other employees, city officials, and the general public, through written and oral communications

DESIRABLE EDUCATION, TRAINING, AND EXPERIENCE

- High school graduate or GED
- Experience in cemetery, park maintenance, or operation of park grounds, building, and/or operate heavy equipment helpful
- Supervisory experience
- Must possess or obtain within 90 days, a valid Missouri driver's license
- Any combination of education training or experience that would qualify for the position as determined by the Sexton and the City Manager

ESSENTIAL FUNCTIONS

Sight, hearing, speech, frequent lateral mobility over various terrain, climbing, lifting items above head, stooping and bending, mentally analyze a situation, solve problems, and make decisions under pressure in area of responsibility; performs bending, squatting, sorting, kneeling, and reaching to ground level and overhead as required, lifting, carrying, stooping, superior strength with ability to push and pull 100 pounds and lift 50 pounds from the ground to 3 feet in height unassisted, changing of physical location, must be able to hold and grip objects, may be subject to sitting for long periods of time, possesses manual dexterity necessary to operate a computer keyboard, must be able to hold and operate hand tools. May work a varied schedule including some evenings and weekends; may be subject to pre-employment drug testing. Both indoors and outdoors working environment with exposure to dust and pollen, subject to a variety of weather conditions. May be exposed to extreme weather conditions, susceptible to mechanical hazards associated with light and heavy equipment as well as other safety hazards associated with working in and around high volume traffic; may be exposed to constant or extreme noise and fumes/odors.

FLSA STATUS: Regular – Hourly DATE OF LAST REVISION: October 11, 2021.

Employee

Signature _____ Date _____