

City of
EDMONDS
Washington

CEMETERY SEXTON

Department:	Parks, Recreation & Cultural Services	Pay Grade:	K
Bargaining Unit:	Teamsters	FLSA Status:	Non-Exempt
Revised Date:	June 2013	Reports To:	Parks Maintenance Manager

POSITION PURPOSE: Under general supervision, oversees, coordinates and maintains the City owned cemetery including: facilities, grounds and equipment; assists families in making funeral arrangements; purchases orders for headstones, markers and other related items; collects payments and maintains all required documentation and permits.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Assists bereaving families in arranging funerals/burials and collection associated monies and fees; provides information and assistance to families and responds to questions and inquiries.
- Sells graves, niches, grave liners, and headstones; measures and lays-out grave locations; digs and fills in graves and sets up and tears down grave site for funerals; arranges for burial permits as needed.
- Records, logs, and tracks all grave sales, niche sales, burial, inurnment and headstone placements in computer system and designs headstones and uprights monuments as needed.
- Maintains a variety of records and reports regarding cemetery operations including: burials, sales and safety and irrigation well usage.
- Submits reports to the Department of Ecology or City departments as required.
- Reports to Cemetery Board on cemetery operations, including: burials, sales, funerals, maintenance, special project and other related issues.
- Performs grounds maintenance duties including: mowing, trimming around headstones, weeding, raking, leaf removal, pruning, cleaning columbarium, streets, walks, raises low graves and headstones and repairs irrigation problems.
- Arranges for proper maintenance of equipment as necessary. Operates and maintains a variety of hand and power tools and equipment including: backhoe, loader, tractor with attachments and others; drives a vehicle to various City locations.
- Must be able to work overtime and weekends due to meeting with families and weekend funerals.
- Instructs and schedules seasonal staff duties in spring and summer.

Required Knowledge of:

- Operations and services associated with cemetery maintenance and management.
- Grounds maintenance procedures including: mowing, edging, raking and weeding.
- Proper operation of heavy grounds equipment.
- Maintenance and repair of irrigation systems.

JOB DESCRIPTION

Cemetery Sexton

- Record-keeping techniques.
- Health and safety regulations.
- Federal, state, and local laws, rules, and regulations related to assigned work.
- Effective oral and written communication principles and practices.
- Modern office procedures, methods, and equipment including computers, computer applications such as word processing, spreadsheets, and statistical databases.
- English usage, spelling, grammar, and punctuation.
- Basic principles of business letter writing.

Required Skill in:

- Maintaining cemetery facilities, grounds and equipment in accordance with City standards.
- Working with the public, including bereaved family members.
- Performing general grounds maintenance duties including mowing, edging and weeding.
- Operating hand and power tools and other equipment used in grounds maintenance.
- Observing and adhering to health and safety regulations.
- Handling human remains effectively both physically and emotionally.
- Utilizing personal computer software programs and other relevant software affecting assigned work.
- Ability to wear personal protective equipment as required by department or City policy.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma/GED Certification and three years of experience in cemetery, grounds, or landscape management, maintenance, and operations that includes responsibility for records management and customer service; OR an equivalent combination of education, training and experience.

Required Licenses or Certifications:

Valid State of Washington Driver's License.

Ability to obtain a Notary Public License within a specified period after hire.

CPR, First Aid, AED, and Bloodborne Pathogen Cards within 2 years of date of hire.

Must be able to successfully complete and pass a background check.

Mandatory drug test subject to conditional job offer.

WORKING CONDITIONS:

Environment:

- Indoor and outdoor work environment.
- Driving a vehicle to conduct work.

Physical Abilities:

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone
- Operating a computer keyboard or other office equipment
- Reading and understanding a variety of materials

JOB DESCRIPTION

Cemetery Sexton

- Sitting, standing, walking or otherwise positioning oneself to accomplish tasks for extended periods of time
- Ascending/descending ladders.
- Lifting/carrying or otherwise moving or transporting heavy objects.
- Bending, kneeling or crouching, reaching overhead and above shoulders or otherwise positioning oneself to accomplish tasks.

Hazards:

- Working around and with machinery having moving parts.
- Chemical fumes.
- Working at heights.
- Working with upset and/or distressed members of the public.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____