



Town of Troy Cemetery Sexton Job Description

Nature of Work: This is manual labor in the operation and maintenance of all cemeteries.

Employee of this class is responsible for the seasonal operation and maintenance activities of the municipal cemeteries. Work includes general grounds maintenance, preparation for burials, and clearing new areas for cemetery use. Work also involves all cemetery recordkeeping, including burial maps, handling burial permits and fees, and sales of cemetery lots.

Supervision Received: This is an appointed position. Work is performed under the direction of the Selectmen.

Essential Duties and Responsibilities:

- Performs general grounds maintenance, including mowing, on all Town cemeteries.
- Prepares gravesites for burials and fills in graves after services.
- Loams and seeds new graves and older graves that have sunk below ground level.
- Lays out, clears, and constructs new sections of Town cemeteries.
- Straightens and repairs fallen and broken tombstones.
- Handles all cemetery recordkeeping, including ownership of lots and burial records.
- Collects burial fees and permits and delivers them to Town Office.
- Supervises all part-time personnel.
- Performs related work as required.
- Prepares the yearly budget

Requirements of Work:

- Ability to operate a variety of motorized equipment used in grounds maintenance.
- Knowledge of burial procedures
- Ability to organize, direct and supervise the work in the cemeteries.
- Ability to deal with the public in a courteous and professional manner.

Training and Experience:

- High school graduation, plus experience in grounds maintenance or cemetery operation or any equivalent combination of experience and training.
- Ability to safely and efficiently use a chain saw.
- Must have a valid State of Maine Class C Motor Vehicle Operator's License and a vehicle available for job use.

The Town of Troy considers applicants for all appointments without regard to race, color, religion, sex, national origin, age, martial or veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status.