

Plainfield Cemeteries Sexton Duties

Essential Job Requirements:

Communication skills

Excellent organizational skills

Timeliness and Scheduling

Ability to lift minimum of 100 pounds

Keep abreast of regulations governing cemetery operations/burials, including natural/green burials

Keep abreast of prevailing area lot rates to assist Commissioners with annual reviews of pricing policy

Prepare annual listings of prices for area Funeral Directors

On call for Funeral Directors at all times

Be familiar with plantings, fertilizers, and monument cleaning procedures

The Sexton will provide and operate back hoe, trucks, tractors, and other equipment required.

Duties:

Meet with buyers to locate, discuss and sell lots

Supply cemetery written rules and regulations to buyers and cover several key components with them in person such as planting restrictions, allowable monument sizes, etc.

Work with families in times of loss to discern and meet their needs

Handle phone calls from families and Funeral Directors re. costs and funeral schedules

Ensure that all permits are present for burials, both full and cremations, and deliver documents to Town Clerk's office (Note this is E Montpelier for Plain-Mont Cemetery)

Keep Town Clerk burial records up to date.

Keep cemetery maps up to date.

Maintain and update card files and/or any other relevant records.

Open and close grave lots -- back hoe is used where possible but some hand work is always required for shaping and finishing

Instruct vault drivers re. location of graves

Oversee and/or perform all aspects of the work involved with monument foundations

Give referrals for monument work such as adding dates

Set grass markers.

Observe the condition of all cemeteries frequently

Enforce cemetery rules re plantings, monument size, etc.

Billing & Financial Duties:

Prepare invoices for lots, foundations, (Lot owners), lot openings (generally Funeral Directors)

Prepare deeds for new lot sales

Collect payments for submission to Treasurer

Submit invoices for payments by Treasurer which signatures of Commissioners

Maintain volume of requests by lot owners for burials of family or friends in owners' lots

Purchase and maintain inventory of supplies

Cemetery Maintenance Work:

Responsible for general maintenance of the cemeteries and cemetery buildings

Lift and reset grass markers as needed

Oversee mowing work to determine if timely and done properly

Pick up and dispose of trash, old flowers, vases, etc

Dispose of hazardous or unsightly items, such as wires, excessive items, etc. (Notify families or remove material when plantings, etc are not in accordance with rules and when they inhibit mowing or endanger mowers)

Repair broken monuments in old sections of cemeteries

Maintain shrubbery

Maintain roadways – remove grass as needed.

Fertilize as needed

Reseed areas as needed

Cut brush on cemetery perimeters where necessary

Maintain water supply at Plain–Mont

Mow the Pauper's cemetery