



## **Cemetery Sexton Job Description**

### **General Description**

This position performs supervisory and equipment operation work in the operation and maintenance of the Cedar Hill Cemetery. Work involves the proper care and maintenance of the municipal cemetery, including supervision over a small group of workers engaged in keeping the cemetery clean and attractive. Work is performed under the general supervision of the Director of Public Works.

### **Essential Job Functions**

- Supervises and participates in the opening and closing of graves, lays foundations for tombstones.
- Supervises and participates in the maintenance and beautification of the cemetery; plants, prunes, trims, and cares for trees, shrubs, and plants; mows and waters grass areas; repairs water lines.
- Operates light to medium equipment such as a backhoe, truck, and/or mowing machines.
- Maintains cemetery records, recording all burials; answers telephone and letters of inquiry; maintains cemetery maps.
- Meets visitors seeking information; checks, maintains, and reviews records. Also, determines location of plots, and performs related services for the public.
- Performs other related job duties as assigned.

### **Knowledge, Skills, and Abilities**

- Ability to speak with, demonstrate compassion and professionalism toward an individual or family that has lost someone and needs assistance during a difficult life event.
- Knowledge and/or ability to learn about occupational hazards and safety precautions.
- Knowledge of the methods, materials, and practices used in cemetery operations.
- Knowledge of the laws, ordinances, and regulations relative to burials, or ability to acquire such knowledge rapidly.
- Skill in the operation and care of such equipment as mowers, backhoes, and trimming and edging tools.
- Ability to supervise a group of persons engaged in grounds maintenance and grave digging
- Ability to maintain complete and accurate records, and to give out proper information when requested.
- Ability to establish and maintain effective working relationships with other supervisors, subordinates, and the public.

### **Education and Experience**

High School diploma or GED are required.

## **Special Qualifications**

Valid Commonwealth of Virginia driver's license with safe driving record.

## **Certifications and Preferences**

CDL License is a preferred certification.

**Additional Requirements** The work may involve heavy items and requires exerting over 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing, or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
- **Fingering:** picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Hearing:** sufficient to perceive the nature of sounds at normal speaking levels with or without correction; ability to receive detailed information through oral communication, and to make the discrimination in sound.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Mental Acuity:** sufficient to make rational decisions through sound logic and deductive processes.
- **Pulling:** Using upper extremities to exert force to draw, haul or tug objects in a sustained motion.
- **Pushing:** Using upper extremities to press against something with steady force to thrust forward, downward or outward.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Repetitive Motion:** Substantial movements (motions) of the wrist, hands, and/or fingers
- **Standing:** particularly for sustained periods of time.
- **Talking:** sufficient to express or exchange ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Walking:** sufficient to move about on foot to accomplish tasks.

The City of Covington offers equal employment opportunities to all job applicants and employees. All employment policies and practices shall be free from discrimination based on race, color, religion, gender, age, national origin, political affiliation, disability, sexual orientation, gender identity, pregnancy, childbirth, or related medical conditions.