

Open Position, Casco Township

Casco Township is seeking qualified individuals to apply for the position of Cemetery Sexton. If you are interested and fit the below job description, please email your resume' along with references to supervisor@cascotownship.org.

Sexton

Position Description: The sexton is in charge of operating the cemetery. The sexton oversees the care of the cemetery, the sale of cemetery lots, and manages the legal and public record keeping with assistance from the Township Clerk's Office. This is an active outdoor job with minimal indoor office activities.

Essential Duties:

- Oversee the caretaking of the cemetery so that it appears well manicured and clean at all times. This may include cutting grass, pruning trees and shrubs and the removal of debris.
- The sexton oversees the opening of graves and closing graves with adherence to all requirements.
- The sexton ensures that headstones meet cemetery requirements and are set properly on a foundation.
- The sexton collects funds for the sale of lots, burial fees, and foundations
- The sexton oversees all office responsibilities including the processing of burial permits/lot purchases in conjunction with the Clerk's office.
- The sexton records essential information for all interred bodies including name, age, date of death. Burial deeds, Death Certificates, and Cremation Certificates are recorded by the sexton.
- The sexton is responsible for ensuring that each step in the process is in sync with established procedures.
- The sexton is available during business hours and coordinates arrangements with the funeral home.
- The sexton coordinates with all support staff to ensure that tasks are completed in a timely fashion

Knowledge:

- Strong interpersonal skills for working with patrons and suppliers of services
- Knowledge of requirements governing cemeteries/burial
- Basic knowledge of computers and record keeping
- Familiarity with all needed landscaping equipment and backhoe operations

Physical Demands

- Ability to work in all kinds of weather
- Ability to lift 70 pounds
- Willingness to commit to training on cemetery and burial regulations and equipment

Reports to: Township Supervisor/Township Clerk