

The Township of Akron is seeking a Sexton and/or Maintenance Grounds Keeper for Demorest Cemetery, Hickory Island Cemetery and the township hall. Candidates should enjoy working with the public, have excellent service skills and be detail oriented as well as a professional disposition.

The Sexton coordinates and manages operations of both cemeteries. Provides leadership and oversees daily repairs and ongoing maintenance of the cemetery buildings, grounds and equipment. The position will require excellent listening skills, paying attention to details, be organized and the ability to assist customers during delicate situations.

Sexton Duties and Abilities:

- Have knowledge of cemetery policies and procedures.
- Provide accurate burial plot layout coordination under the Cemetery Ordinance.
- Performs marking out of new blocks and lots in the cemetery. Ability to locate and mark off graves for headstones, cremains, sale and burials.
- Ability to recognize unusual or threatening conditions and take appropriate action.
- Excellent communication skills, paying close attention to directives, being organized and exceptional customer service skills often during delicate situations.
- Performance of a wide variety of tasks relating to maintenance work in the cemetery involving repair and preservation of grave markers and groundskeeping.
- Work closely with Contractors and must have thorough understanding of cemetery operations
- General maintenance of the cemetery buildings and overlook grounds to ensure safe, attractive, and welcoming environment.
- Work closely with the Township Board in regard to budget preparation and requisition of payment of bills related to cemetery grounds maintenance and operations.
- Required to perform weekend, on-call, and holiday work when necessary to make burial arrangements and monitor/oversee burials.
- Coordination with funeral homes for setup and placement and to ensure compliance with regulations related to interments
- Maintain cemetery/burial records.
- Skill in use of mobile phone, personal computer including word processing and excel software, copy and fax machine.
- Ability to establish and maintain effective working relationships with township board and the general public through oral and written communications.

Grounds Keeper Duties:

- Performing work in the planting, cultivation, care and treatment of shrubs, lawns and trees.
- Performs job duties of mowing, raking, trimming, edging of cemetery turf.
- Performs the use, care and maintenance of all motorized equipment such as lawncare equipment as well as power and hand tools such trimmers, blowers, etc.

Qualifications for both positions:

- High school graduate or GED equivalent
- Five years' experience related to the construction, repair and maintenance of cemetery or related systems, including the operation of related maintenance equipment.
- Any equivalent combination of education and experience.
- Valid Michigan State Driver's license or ability to obtain one.

Physical Requirements:

Frequent lateral mobility over various terrain, ability to climb, lift items above head, stooping, bending, squatting, sorting, kneeling, reaching to overhead levels, and being able to tolerate various weather conditions as required. Must have the ability to push and pull up to 100 lbs., unassisted. Be able to hold and operate hand tools and lawn care equipment. Employee must maintain the physical requirements to successfully perform the above job duties.