

Forest Hills Sexton

Hours: Normal hours 7:00 am-3:30 pm M-F from approximately May 1st to Nov. 1st of each year depending on weather. (Overtime as necessary for funerals and grave closures after hours and on weekends.)

Salary: Hourly – Set by Board of Trustees

Job Summary:

Reports to the Township's Supervisor. Operates and maintains mowing, trimming, leaf vacuuming and other minor pieces of power equipment as it relates to performing his/her job duties. Attends and gives a report when the Township's Cemetery Committee meets. Provides daily supervision to the other Township Cemetery Grounds Keepers plus other volunteer and non-volunteer workers.

Job Experience and Education:

Minimum High School Grad. Any additional schooling a plus.
1-3 years of experience in working with power equipment as it relates to park and or cemetery maintenance. Valid Michigan Driver's license is required.

Job Duties and Responsibilities:

1. Mows grass, rakes grounds, and does brushing as required. Maintains the aesthetics of the cemetery and grounds.
2. Prolonged standing, bending, stooping and stretching and working in confined spaces, outdoors, during all seasons and weather conditions, lifting heavy supplies and equipment is required.
3. Works in a safe manner not endangering himself or others and being knowledgeable of OSHA rules concerning grounds maintenance safety issues.
4. Works closely with funeral home directors to set up burial dates and cemetery services during the summer months.
5. Grave digging and proper vault placement as outlined by State Law.
6. Spring removal and fall/winter placement of the deceased in the cemetery over-wintering vault.
7. Works with both the public and the funeral directors to convey the services and costs for burial services at the Township's Cemetery.
8. Monitors and maintains the irrigation system used by the public for plot maintenance.
9. Safely operates and is in charge of all the power and non-powered tools located at the cemetery.
9. Maintains and secures the cemetery ledger, burial records and map of the occupied lots.
10. Maintains the records and does the perpetual care grounds keeping on the enrolled plots.
11. The above is intended to describe the general content of and requirements of the performance of the position. It is not to be construed as an exhaustive statement of all the duties, responsibilities or requirements for the Sexton position.

12. Maintains and offers needed updates the Forest Hills Cemetery portion of the Township's web page.