

JOB DESCRIPTION	
<b>Job Title:</b> Sexton	<b>Grade:</b> TADM Grade 8
<b>FLSA Status:</b> Non-Exempt	<b>EEO Category:</b> Professional
<b>Job Classification Designation:</b> Classified	<b>Bargaining Unit:</b> Non-Union

**Job Summary:** This position performs the duties of a sexton as defined in C.G.S. §7-66 for all Town owned cemeteries. Duties include but are not limited to: marking burial plots; maintaining burial records; collecting and submitting payments related to the sale of burial plots; assisting the work of the Cemetery Advisory Committee. Position reports to the Town Clerk.

**Supervision Received:** Town Clerk

**Supervision Exercised:** None

**Examples of Essential Duties:**

- Performs the duties of Sexton as defined in C.G.S. §7-66 for all Town-owned cemeteries including specifying the place of burial by sections, lot or grave or other place of interment on the burial permit and the submission of monthly burial reports to the Registrar of Vital Statistic's Office (Town Clerk's office).
- Oversees and coordinates the sale of burial plots in the Town's cemeteries and records the purchases in the Cemetery Books and on the maps. The Town Clerk will issue the deeds.
- Collects and submits payments related to the sale of burial plots in the Town's cemeteries to the Town Clerk's office within ten days of receipt of payments.
- Marks the plots for burials in Town owned cemeteries.
- Coordinates with contractors for the care and maintenance of Town-owned cemeteries including but not limited to mowing, seasonal clean-up, plowing, stone repairs, and stone placements.
- Performs meticulous data entry into the cemetery records. Data entered for each cemetery page may include but is not limited to detailed information about specific cemetery lots, including purchases, transfers, burials, special notes, and any restrictions.
- Coordinates the excavation of the plots for burials in Town owned cemeteries.
- Marks the plots for installation of memorial markers and ensures customer and contractor adherence to the cemetery rules regarding stone sizes and placement
- Attends the internments in Town owned cemeteries whenever possible to ensure coordination between the parties.
- Maintains the written burial records of the Town. The electronic records will be maintained by the Town Clerk's Office.
- Attends and provides technical assistance to the Cemetery Advisory Board regarding the management and future needs of the cemeteries.

**Knowledge, Skills and Abilities:**

- Knowledge of cemetery maintenance and operating practices.

- Ability to work independently and to complete activities according to work demands; ability to use equipment and tools properly and safely; ability to maintain records.
- Ability to read sketches and plans; ability to understand and follow written and oral instructions.
- Ability to establish and maintain effective working relationships with associates and patrons; ability to present a professional manner at all times.
- Ability to read, write and perform basic mathematics - counting, subtracting, adding. Knowledge of basic bookkeeping skills in order to prepare and submit payments related to the sale of burial plots

**Minimum Qualifications:** High School Diploma or equivalent.

**Special Requirements:** Possession of a driver's license valid in the State of Connecticut. Will be required to work on an as needed basis, including evenings, weekends, and holidays.

**Working Conditions, Physical and Mental Requirements:**

Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

**Frequency: Place an “X” in each box that is appropriate to your job.**

NEVER (N)	OCCASIONAL LY (O)				FREQUENTLY (F)	CONSTANTLY (C)			
0 % of Shift	1-33% of Shift				34-66% of Shift	67-100% of Shift			
Frequency:	N	O	F	C	Frequency:	N	O	F	C
<b>Physical Demands:</b>					Depth Perception				X
Standing			X		Color Distinction				X
Walking			X		Peripheral Vision				X
Sitting			X		Driving		X		
Lifting			X		<b>Physical Strength:</b>				
Carrying			X		Little Physical Effort (-10 lbs.)		X		
Pushing			X		Light Work (-20 lbs.)		X		
Pulling			X		Medium Work (20-50 lbs.)	X			
Climbing			X		Heavy Work (50-100 lbs.)	X			
Balancing			X		Very Heavy Work (100+ lbs.)	X			
Stooping			X		<b>Environmental Conditions:</b>				
Kneeling			X		Cold (50 degrees F or less)		X		
Crouching			X		Heat (90 degrees F or more)		X		
Crawling			X		Temperature Changes		X		
Reaching			X		Wetness		X		
Handling				X	Humidity		X		
Grasping				X	Extreme Noise or Vibration	X			
Twisting				X	Exposure to Chemicals	X			
Feeling				X	Exposure to Gases and Fumes	X			
Talking				X	Exposure to Unpleasant Odors		X		
Hearing				X	Exposure to Bodily Fluids	X			
Repetitive Motion				X	Exposure to Dampness	X			
Hand/Eye/Foot Coordination				X	Confinement to a Small/Restricting Area	X			
Visual Acuity/Near				X	Mechanical Hazards	X			
Visual Acuity/Far				X	Physical Danger	X			

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town of Mansfield is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.

Updated 7/31/2025