



Town of Otisfield  
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## SEXTON

### **Nature of Work**

This is a supervisory position overseeing the operation and maintenance of all Town owned cemeteries. In conjunction with the Assistant to the BOS (ABOS) the position involves all cemetery recordkeeping including burial maps, handling burial permits and fees and sales of cemetery lots. This work also includes providing input for budgeting, record keeping and supervising the work of volunteers and contractors.

The Sexton is appointed annually by the Board of Selectmen (BOS) and is directly responsible to the ABOS.

### **Essential Duties and Responsibilities:**

Duties include but are not limited to:

- Responsibility for the upkeep of Town cemeteries, including mowing, trimming, brush removal, leveling and loaming sunken graves.
- Supervising all hired, contracted and volunteer personnel.
- Fielding phone calls and inquiries from individuals, funeral service/directors and gravediggers.
- Assisting those who purchase or would like to purchase cemetery lots by arranging visits to available plots and handing out the Policies, Rules and Regulations for Town Cemeteries.
- Overseeing the preparation of gravesites for burials and fill-ins after services.
- Periodically checking all cemeteries to see that they are remaining in good condition.
- Overseeing the straightening and repair of fallen and broken gravestones, exercising judgment in whether to independently perform any minor repairs.
- Ensuring placement and removal of flags on graves of veterans, including those at private cemeteries.
- Monitoring and reporting any non-compliance of "Policies, Rules and Regulations of Town Cemeteries" to the BOS.
- Participating in all Town cemetery recordkeeping including ownership of lots and burial records with the Assistant to the BOS.
- Providing input to the annual operating cemetery budget and presenting it to the Finance Committee.
- Providing recommendations to the BOS regarding how monies are spent from the Cemetery Reserve Fund.
- Participating in updating the "Policies, Rules, and Regulations for Town Cemeteries".
- Providing cemetery and burial information to the Web Manager to update on the Town website.

**Requirements of Work:**

- Knowledge and awareness of Dig Safe laws.
- Ability to directly observe and supervise cemetery grounds and activities.
- Ability to establish priorities, plan, organize, assign, supervise and review work of all personnel.
- Ability to oversee the operation of all equipment involved in regular maintenance.
- Ability to manage job related stress.
- Ability to establish and maintain effective working relationships with local, county, and state officials and organizations.
- Ability to exercise discretion, tact and diplomacy at all times.
- Commitment to protect the confidentiality of the citizenry.

**Training and Experience Required:**

- Experience in supervising workers preferred.
- Knowledge of and/or ability to research the most effective methods to maintain and revitalize cemeteries.

**Necessary Special Requirements:**

- Must be at least 18 years of age.
- Must maintain membership in the Maine Old Cemetery Association (MOCA).
- Must be authorized to work in the United States.

**ADOPTED: August 3, 2011**  
**TAFT**