



TOWN OF CEDAR FORT

PUBLIC NOTICE

Cedar Fort Cemetery Sexton Position Available

The Town of Cedar Fort is hereby accepting applicants for the position of
Cemetery Sexton
See Job Description Attached

Interested person must submit a letter containing a statement of your desire to be considered for the position together with any relevant skills and experience.

Mail Letter to:
Cara Lyon
Town of Cedar Fort
PO Box 389
Cedar Fort Utah 84013

Letter must be received by the Town on or before January 19, 2018 at 5:00 p.m.

The Town Council will act on applications during the January Town Council Meeting to be held on January 25, 2018, at 6 pm at the Cedar Fort Town Hall
50 East Center
Cedar Fort Utah

For Questions, call Cara at 801-362-3717
or Mayor Gustin at 801-602-4043

*Job applicants residing in the Town of Cedar Fort will be given hiring preference

**The Town of Cedar Fort is an Equal Opportunity Employer*

Job Description

Title: Cemetery Sexton (A sexton is an officer of a church, congregation, or synagogue charged with the **maintenance** of its buildings and/or the surrounding graveyard. In smaller places of **worship**, this office is often combined with that of verger. In larger buildings, such as cathedrals, a team of sextons may be employed)

Effective Date:

GENERAL PURPOSE:

Perform a variety of routine duties related to overseeing cemetery operations, including mowing, watering, aeration, and fertilization of cemetery turf, and public assistance.

ESSENTIAL JOB FUNCTIONS:

Manage the operation of the town cemetery; determine and recommend cemetery project priorities and capital improvements; determine materials needed to complete specified objectives.

Manage the operations of the town cemetery; recommend programs to secure adequate revenues and achieve fiscal goals;

Performs various field duties; such as lawn cutting and trimming; digs and marks off graves; develops new cemetery sections

Establish and maintain a system of records, files and maps for the cemetery record; prepares burial report for county and state records; work with GIS to update and maintain accuracy of records and mapping.

Respond to public questions, schedules burials; explains cemetery procedures and policies; assist with funerals by directing processions and coordinating cemetery activities; assist people in locating graves; supervise the work of head stone and vault companies

Oversee seasonal duties such as winterizing water facet systems to avoid freezing damage, flush watering systems in spring.

Order the performance of corrective work when problems occur, and recommend procedural changes to avoid such problems.

Inventory supplies of tools, equipment, and materials to ensure that sufficient supplies are available, and items are in usable condition.

Performs other duties as assigned.