

ONOTA TOWNSHIP

SEXTON

DUTIES AND RESPONSIBILITIES

- During the employment period, the Employee shall have the responsibility to perform the following duties:
 1. MOWS LAWNS AND TRIM WORK AT CEMETERY AND TOWNSHIP HALL
 2. MAINTAIN PITCHER PUMP AT CEMETERY
 3. PLACES AMERICAN FLAGS ON VETERANS GRAVES
 4. RAISES FLAGS AT CEMETERY AND HALL AS WARRANTED
 5. PREPARES GRAVE SITES FOR BURIAL
 6. MAINTAINS HANDICAP RAMP AND STEPS
 7. MAINTAINS DUMPSTER AREA
 8. MISCELLANEOUS REPAIRS
 9. SHOVELING/SNOWBLOWING ONSITE
 10. TURN IN MONTHLY TIME SHEETS