

# City of Bayfield's Greenwood Cemetery Cemetery Sexton

**Position:** Variable Hours, as needed.

**Job Summary:** The Sexton shall be responsible for the actual opening and closing of graves as needed. The sexton shall receive assistance from the City of Bayfield Public Works Department as needed.

**Application Procedure:** For a complete position description and application, please contact City Clerk at 715-779-5712, or at 125 South First Street, Bayfield, WI 54814-1170 or find it on-line at [www.cityofbayfield.com](http://www.cityofbayfield.com).

**Application Deadline:** Open, until position filled.

The City of Bayfield is an equal opportunity employer and does not discriminate as prohibited by applicable state and/or federal laws.

# CEMETERY SEXTON

## **PERFORMANCE RESPONSIBILITIES:**

- Valid Wisconsin drivers license.
- Telephone at residence or operating cell phone and number placed on file with the Public Works Director.
- Take and return all calls regarding any funeral within the City.
- Check all maps and records before the start of any grave digging.
- Have all full graves opened at least six (6) hours and cremains opened two (2) hours before funeral.
- Assist vault truck one (1) hour before funeral.
- Fill grave site immediately after graveside ceremony.
- Record all information required at City Hall so records are kept current.
- Deliver grave opening payment to City Treasurer.
- Contact Public Works Director for assistance when needed: snow removal, locating difficult grave sites, large rocks, or boulder removal, behind schedule for funeral work.
- Standard size for opening grave forty (40) inches wide, ninety-six (96) inches long, and fifty inches minimum depth.
- Standard size opening for a cremains is eighteen (18) inches, square.

## **MATERIALS AND EQUIPMENT USED:**

- Trucks (various sizes), Rakes, Shovels, Chipper, Pruners and various power and hand tools

## **MINIMUM QUALIFICATIONS REQUIRED:**

- High School education or equivalent
- Possess valid Wisconsin driver's license
- Must have a working telephone on file with Public Works Director
- Ability to follow both oral and written instructions
- Ability to communicate effectively both orally and in writing
- Ability to establish and maintain positive working relationships with supervisor, coworkers and public
- Ability to work independently and be self-directed
- Ability to deal with pressure and conflict

**PHYSICAL DEMANDS:**

- Lifting 100 lbs. maximum with the assistance of another person and occasionally lifting and/or carrying objects weighing up to 75 lbs.
- Frequent standing, and walking
- Occasional driving
- Must be capable of using hand(s) for repetitive fine manipulation, grasping, pushing, pulling and operating controls
- Continuous bending
- Frequent twisting, reaching and grappling
- Occasional squatting, and kneeling
- Ability to communicate orally in a clear manner
- Ability to distinguish sounds at various frequencies and volumes
- Ability to distinguish people or objects at varied distances under a variety of light conditions
- Ability to work under a variety of temperatures and atmospheric conditions

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbent may be requested to perform job related responsibilities and tasks other than those stated on this description.

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Incumbent	Date	City Official	Date
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Approved 4/5/2022

# CITY of BAYFIELD

## APPLICATION FOR EMPLOYMENT

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**PERSONAL INFORMATION**

**DATE OF APPLICATION:** \_\_\_\_\_

Name:

\_\_\_\_\_

Last

First

Middle

Address:

\_\_\_\_\_

Street

(Apt)

City/State/Zip

Mailing Address:

\_\_\_\_\_

Street

City/State/Zip

Contact Information:

(\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

Home Telephone

Mobile Telephone

Email

Are you 18 yrs. of age or older? \_\_\_\_\_ Yes, \_\_\_\_\_ No

How did you learn about this job opportunity? \_\_\_\_\_

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**POSITION SOUGHT:** \_\_\_\_\_ **Available Start Date:** \_\_\_\_\_

**Desired Pay Range:** \_\_\_\_\_ **Are you currently employed?** \_\_\_\_\_

Hourly or Salary

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**EDUCATION**

**Name and Location**

**Graduate? – Degree?**

**Major / Subjects of Study**

**High School:** \_\_\_\_\_

**College or University:** \_\_\_\_\_

**Military:** \_\_\_\_\_

**Specialized Training,  
Trade School, etc.:** \_\_\_\_\_

**Other Education:** \_\_\_\_\_

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above-mentioned position.

**PREVIOUS EXPERIENCE:** Please list beginning from most recent

Dates—Month and Year: FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
Average hours per week worked: \_\_\_\_\_  
Supervisor's name and contact info.: \_\_\_\_\_  
Name & address of Employer: \_\_\_\_\_  
Salary upon leaving position: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Position, job notes, tasks performed and above info:

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Dates—Month and Year: FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
Average hours per week worked: \_\_\_\_\_  
Supervisor's name and contact info.: \_\_\_\_\_  
Name & address of Employer: \_\_\_\_\_  
Salary upon leaving position: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Job notes, tasks performed and above info:

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Dates—Month and Year: FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
Average hours per week worked: \_\_\_\_\_  
Supervisor's name and contact info.: \_\_\_\_\_  
Name & address of Employer: \_\_\_\_\_  
Salary upon leaving position: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Job notes, tasks performed and above info:

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Dates—Month and Year: FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
Average hours per week worked: \_\_\_\_\_  
Supervisor's name and contact info.: \_\_\_\_\_  
Name & address of Employer: \_\_\_\_\_  
Salary upon leaving position: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Job notes, tasks performed and above info:

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**REFERENCES:**

Name	Address, Phone Number, email	Position	Years Acquainted
1.	_____		
2.	_____		
3.	_____		

**AUTHORIZATION:**

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the City of Bayfield.

I understand that any employment is conditioned on a background check. I authorize the City of Bayfield to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers to disclose information regarding my former employment, character and general reputation to the City, without giving me prior notice of such disclosure. In addition, I release the City, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in the application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the City. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the City unless made in writing.

If I am offered employment I agree to submit to a medical examination and drug test before starting work. If employed, I also agree to submit to medical examination(s) or drug test(s) at any time deemed appropriate by the City and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to the City the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug tests, and if I am hired a condition of my employment will be that I abide by the City of Bayfield's Drug and Alcohol policy.

I understand that filling out this form does not indicate there is a position open and does not obligate the City to hire. If hired, I agree to abide by all City work rules, policies and procedures. The City retains the right to revise its policies or procedures, in whole or in part, at any time.

Signature \_\_\_\_\_

Date \_\_\_\_\_