



Town of Grantham

CEMETERY SEXTON SCOPE OF WORK

General Work: General work is performed in accordance with RSA 289:7. Provides consolation and consultation services to the bereaved.

Sexton will be expected to:

- Lays out burial plots according to maps.
- Perform administrative record keeping of lot sales, burials, location of graves; sells burial plots and memorials.
- Communicates and provides documents to the Selectmen's Office.
- Receives work orders from the Selectmen's Office, confirming payments have been received.
- Communicates with Funeral Directors and families.
- Handles concerns of the family members, such as, scheduling funerals, opening of graves, and making other funeral arrangements.
- Operates his/her own equipment for digging graves, when needed.
- Checks grave markers list and supervises the placing of markers and monuments.
- Performs related duties as assigned.
- Communicates and provides documents to the Selectmen's Office.
- The contractor has control and discretion over the means and manner of performance of the work, in that the result of the work, rather than the means or manner by which the work is performed, is the primary element bargained for by the Town. Accordingly, the contractor shall furnish their own tools and equipment.
- The contractor has control over the time when the work is performed, and the time of performance is not dictated by the Town. However, this shall not prohibit the Town from reaching an agreement with the person as to completion schedule, range of work hours, and maximum number of work hours to be provided by the person.
- The contractor hires and pays the person's assistants, if any, and to the extent such assistants are employees, supervises the details of the assistants' work.
- The contractor holds himself or herself to be in business for himself or herself or is registered with the state as a business and the person has continuing or recurring business liabilities or obligations.
- The contractor is responsible for satisfactory completion of work and may be held contractually responsible for failure to complete the work.
- The contractor is not required to work exclusively for the Town.

Qualifications of Contractor

- Knowledge of the occupational hazards and safety precautions of the work and related equipment, tools, and machinery operation.
- Knowledge of State, County, and local laws and regulations pertaining to cemetery operations.
- Knowledge of the type of clients served; tact in dealing with the public.
- Ability to read and interpret cemetery map
- Ability to communicate effectively, written and oral.
- The contractor shall possess or has applied for a federal employer identification number or social security number, or in the alternative, has agreed in writing to carry out the responsibilities imposed on employers under this chapter.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Ability to perform strenuous physical labor. Ability to lift to 50 lbs.