

Meadow Town
is accepting applications from Meadow Town residents
for the year round position of
Sexton

Responsibilities include, but are not limited to the following:

- Keep cemetery grounds; mowing, trimming & other maintenance as needed, restroom upkeep, garbage removal, etc.
- Sprinklers; keep cemetery watered, maintain and shut down sprinklers seasonally
- Prepare for services, including snow removal in the winter
- Attend each internment assisting mortuary, opening restrooms and being available as needed
- Work with the Town Clerk & Council member on maintaining and keeping cemetery records, including plot sales, accurate plot records, names and owners of all burial rights, etc.
- Be trained on the Spatial program
- Fill and trim graves as needed
- Oversee opening and closing of graves
- Approve and oversee the placement of grave markers working with the monument companies
- Prepare cemetery for Memorial Day
- Obtain permits
- Snow removal in the winter (this is to be done after the town streets are finished)
- Other duties as needed

Interested persons may obtain an application from Monica Dearden, 435-253-1155. In addition to the application, a resume and three references can be submitted to meadowtowncorp@gmail.com or taken to Mayor Lynette Madsen at her home. Any questions regarding this position can be directed to Mayor Madsen at 435-864-8787. This is an at-will position. Salary will be \$600 April- October. No benefits provided.

Applications will be accepted until December 31st at 5:00 pm.