

Town of Lisbon  
Grove Hill Cemetery  
Salmon Hole Cemetery  
Sexton Job Description

Feb. 22, 2017

1. Coordinate tasks associated with funeral directors, families and others involved with interments.
2. Available at odd hours if necessary to accommodate plot owners and buyers.
3. Have knowledge of plots and explain plot sales to public.
4. Sell plots and forward payments to either town clerk or the board of cemetery trustees.
5. Maintain and update records of burials and plots.
6. *Either perform or supervise the opening and closing of graves to proper regulation size and depth in accordance with state statutes.*
7. Receive burial fees and permits from funeral directors and forward to town clerk properly completed.
8. Have knowledge of New Hampshire laws pertaining to cemeteries and town bylaws as adopted by the town of Lisbon.
9. Oversee and/or supervise contract work to the satisfaction of sexton and trustees contract.
10. Be sure that both cemetery grounds are in order and coordinate any grounds keeping work with either the contracted service, department of public works, or board of trustees.
11. The cemetery sexton shall be appointed by the board of cemetery trustees and shall answer directly to the board of cemetery trustees.