

THE TOWNSHIP OF PLUMMER ADDITIONAL
Cemetery Grave Locator
(Last update July 15, 2026)

1. Position Title/Position Description:

Cemetery Grave Locator

2. Reporting Relationship:

Works directly with the Administrative Assistant who provides information to the Cemetery Committee and CAO-Treasurer

3. Scope of Position/Summary of Duties:

Must take direction from the Administrative Assistant regarding the locating of full-burial grave sights and cremation remains. Will be responsible for hand-digging and filling in of cremation burial sites as required.

4. Responsibilities:

- all grave and urn locating,
- manual digging & burial of urns
- informs office of any maintenance issues, in writing, at cemeteries as observed
- Observes all safety regulations and requirements.

5. Qualifications:

- Must be physically able to do the work as determined by the Physical Demands Analysis of the jobs
- Must be able to follow maps to accurately locate grave sites

6. Working Conditions:

- Work is done on an as-needed basis

Training will be provided by in-house staff/Cemetery Committee members