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| JOB TITLE: | Cemetery Grounds Operative (Bereavement Services) | | |
| GRADE: JOB CODE: | G6 EEC68CEMEG6 | SERVICE AREA: | Bereavement Services |
| REPORTS TO: | Operations Team Leader (Bereavement Services) | LOCATION: | Across the Borough as required. |
| SPECIAL CONDITIONS: | <ul style="list-style-type: none">• Outdoors based role (irrelevant of weather conditions)• Regular use of pesticides and other ground treatments (applied within current H&S guidelines)• To wear council uniform and PPE daily (supplied by service)• Evening, weekend and Bank Holiday working on a rota basis,• Full Driving Licence required (C1 minimum)• Workings hours may be seasonally adjusted (local agreement –tbc) | | |

1. Main purpose of the job role:

- Preparation of graves, interment plots and other cemetery groundwork, in accordance with ICCM Code of Safe Working Practice, and Health and Safety legislation and the Local Authorities Cemeteries Order 1977.
- Undertake duties supporting all areas of cemetery management, including preparing grounds for interment of ashes, exhumations, section and individual grave checking and mapping, memorial checking and regulatory enforcement, statutory attendance at funerals and individual plot management, forming part of memorial care to the highest standard to deliver a service of respect and reverence.
- Carry out a range of grounds maintenance duties, including grass cutting, strimming, application of weed killers and pesticides, hedge cutting and brash removal, path clearance, litter collection and general repairs as directed by the Team Leader
- Carry out a range of horticultural duties on sites, including shrub bed maintenance, fine turf and grass reinstatement works, ornamental and elective pruning, seasonal care of flower beds and decorative planters.

2. Role specific duties and accountabilities:

Undertake a range of grave / cemetery related work, including:

- Preparing and excavating graves using machinery and by hand, measuring and marking plots and updating records
- Erecting soil boxes and walk boards

- Vault construction
- Repairing collapsed and flooded graves
- Daily grave checking and completion of paperwork, confirming site is ready for burial
- Prepare all grounds and areas surrounding open graves, ensuring all graves are safe and accessible for mourners, visitors and staff
- Statutory attendance at funerals onsite.

Excavation and backfilling of graves using a range of shoring including timber, hydraulic, panel and jack system and telescopic.

Operate a range of powered grounds maintenance machinery and plant, including RTV, JCB, mini diggers, tractors, ride-on mowers, side arm hedge cutters etc.

Operate pedestrian mowers, strimmers, hand-held hedge cutters, back pack blowers and similar items including full range of hand tools supplied for site duties

Horticultural site management across cemetery sites, maintaining flower beds and decorative planting, hanging baskets and watering systems. Hand weeding around decorative areas and memorials as part of site maintenance standards.

Ensure that all machinery and equipment used is well maintained, fit for purpose and operated correctly and safely at all times. This includes daily checks, updating of records and vehicle logs and reporting any issues or defects to the relevant service group.

Safely apply approved pesticides and other chemicals by hand, sprayer or any other device, under the direction of the site supervisor. Comply with all Health and Safety regulations connected to this task.

Assist customers and site visitors during funerals to oversee the burial process and to resolve any issues at time of burial, ensuring that funerals follow statutory process and are conducted with dignity. Complete the backfilling of graves and the conclusion of burials, removing equipment and restoring grave area, at times in the presence of families.

Attendance at exhumations in accordance with instruction of the directorate or Health and Safety Executive, which may require working outside of a standard working day, supporting the exhumation process.

Carry out minor repairs as required to the cemetery infrastructure, including maintenance to pathways, car parks, cemetery walls etc. To report any infrastructure issues to team leader or facilities management, if repairs require specialist involvement.

Drive the Council's fleet vehicles in accordance with road traffic regulations and codes and follow the Council's policies and procedures in relation to the use of Council Vehicles

Conduct memorial safety checks as part of annual cycle of inspections, including checks prior to and following the installation of a headstone, liaising with memorial masons on site and checking installation permits as required.

Memorial management of individual plots and areas, including checking and rectifying soil levels, removal of damaged and seasonal tributes and all other post burial work required for each plot.

Work within recognised safe system and in accordance with all aspects of health and safety legislation, taking a personal responsibility for own health and safety, constantly monitoring the safety of visitors to site, providing advice and guidance when required.

Report accidents, near misses, damage and acts of vandalism or antisocial behaviour on any site to the appropriate authority, completing any reports required and repairing site as may be necessary.

Maintain effective communication with team leader and Bereavement Officers with regard to information on burials to ensure that the correct graves have been identified prior to excavation or interment of ashes, updating onsite preparation, completing grave checking process and resolving any issues.

Maintain all necessary records, ensuring that they are complete and accurate e.g. worksheets, timesheets, grave records, including chemical logs and vehicle check lists where appropriate.

To support the wider directorate in the event of an emergency plan incident, including winter gritting or responding to extreme weather conditions and major clean ups.

Play an active role and standards of behaviour in achieving consistency in our service delivery across all sites and in achieving the highest standards of maintenance across the cemetery sites.

Will be required to cover the Out of Hours Burial Rota, covering evenings (seasonal), weekends and Bank Holidays each year, on a standby and call out basis. In the absence of colleagues, additional cover may be required of the role.

Work with colleagues across the organisation towards the provision of a safe, sustainable, efficient and effective maintenance service of all Council owned cemeteries, contributing to service plans and department initiatives, especially a responsibility to the ecological and historical preservation of our sites.

Protective clothing/uniform to be worn at all times to promote a positive image of the Service Area and comply with Health & Safety regulations.

To contribute to council initiatives, supporting corporate performance management and individual development, including annual performance conversations, 1-1 and staff meetings and undertaking mandatory training and refreshers set by the organisation.

To undertake any other tasks, duties and responsibilities as directed and appropriate to the role of the post as may be required to ensure the effective running of the service.

3. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within their areas of responsibility.
- A priority for the Council is the protection of vulnerable people, ensuring they are able to live as independently as possible. The post-holder will promote and engage with Council's responsibility to safeguard the welfare of children, young people and adults, and protect their right to be safe from harm.

- Through personal commitment and clear action, the post holder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.



| JOB TITLE Grounds Operative (Bereavement Services) | GRADE TBC | |
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| Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively. | Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T | WEIGHT CODE shows relative importance Low=1 Medium=2 High=3 |
| Behaviours: <i>refer to corporate behaviours document</i> | | |
| Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours. | I | 3 |
| Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas. | Not Applicable | |
| Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality. | I | 3 |
| Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve. | I | 3 |
| Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust. | I | 3 |
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| Abilities/Skills: (refer to JE guidance document) | | |
| Ability to work alone and assess the risks posed in a dynamic work environment | I | 3 |
| Ability to follow oral and written working instructions and procedures, and communicate effectively with customers and colleagues | I | 3 |
| Ability to work outdoors in all weather conditions for the majority of the working day, irrespective of severity | I | 3 |
| Good time management and organisational skills, working on own initiative | I | 3 |
| Ability to work safely in a role, with a good level of physical fitness | I | 3 |
| Ability to record information on either a paper based or electronic system | I | 3 |
| Ability to work flexibly according to the needs of the service | I | 3 |
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| Knowledge/Experience: specify type, level and qualitative (not quantitative required); if any. | | |
| Good Understanding of the importance of health and safety on site and the following of safe working procedures, | I | 3 |
| Sound operational knowledge of the process of excavation and backfilling of new and reopened graves | I | 2 |
| Evidence of continuous professional development (where applicable) | I | 2 |

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| Previous experience in a grounds maintenance role, operating a range of machinery, including excavators and mowers | | A / I | 2 |
| Previous experience in a horticultural role or greenspaces operative role, including creating seasonal bedding displays, pruning and deadheading shrubs and flowers | | A / I | 2 |
| Qualification: Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience. | | | |
| Full UK Driving Licence – Class C1 minimum | | A | 3 |
| NVQ 2 in Horticulture (or willing to work towards) | | I | 3 |
| Have or be willing to undertake training to gain certificate to use JCB mini digger and for driving / towing a tractor | | | |
| Other Essential Requirements | | | |
| Must be prepared to cover the Out of Hours rota for evenings, weekends and bank holidays | | I | 3 |
| An awareness of, and commitment to, equality of opportunity | | I | 3 |
| Awareness of, and commitment to, confidentiality and handling data | | I | 3 |
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| Prepared by: | Sarah Ann Unwin | Date: | October 2022 |