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# JOB DESCRIPTION

**Department:** Burials and Cremations **Location:** Boroughwide

**Team:** Burials Team **Post No.** (tbc)

**Post:** Ranger 3 (Cemeteries) **JE No.**

**Grade: E**

**Responsible to: Operational Supervisor**

**Responsible for:** As per the organisation chart Ranger 2, volunteers and other contractors

**Job Purpose:**

The post holder will be required to assist with the excavation and backfilling of graves manually or mechanically, making necessary preparations before and after burials as appropriate.

The post holder will be responsible for assisting with the delivery of both programmed and non-routine grounds maintenance of cemeteries to agreed standards.

The post holder will assist with ensuring a high standard of maintenance to fleet and machinery, and support the efficient use and upkeep of machinery, tools, equipment and information systems used to manage the green infrastructure service.

To act as an ambassador for the Burials and Cremations Service and Sefton Council

**Main Duties and Responsibilities:**

The post holder will be required to:

**Grave Digging & Burials**

1. Assist with the identification and checking of grave spaces and report irregularities.
2. Dig (construct brick burial chambers) and backfill full and ashes graves, Sunday to Friday, in any weather, by mechanical or manual means, operating dumpers or diggers as necessary, and act as banks person when required at opening of graves and dress the grave appropriately for the funeral, replace flowers etc.
3. Take responsibility for assisting with seeing in and checking the burial documentation for cremated remains and/or burials. Meeting and greeting the Funeral Director and cortege. Checking to ensure the interned remains or coffin name plate matches those recorded on the burial order.
4. Assist with, or ‘stand off’ in close proximity to provide assistance with interments and burials services
5. Assist in exhumations as required.
6. Memorial work: Assist with the removal and/or resetting/replacing of memorials.
7. Undertake grounds maintenance of Cemeteries & Crematoria including sweeping, grass cutting, hedge trimming, planting, removal of litter / rubbish, chemical weed control, snow clearance and gritting, estate work, such as, fencing, painting, construction of headstone foundation rafts

11. Operate appropriate plant / vehicles relevant to cemetery and Grounds Maintenance operations.

12. Assist with the maintenance of all machinery, tools and equipment including ensuring that assets are serviced and repaired as required.

13. Carry out daily checks of the cemeteries, including vehicles, plant and equipment and report / deal with any damage observed as appropriate.

14. Take responsibility for the security of vehicles, machinery, equipment, tools and buildings.

15. Responsibility to ensure you report to work wearing issued uniform and PPE at all times, appropriately dressed for the weather/working conditions.

16. Undergo periodic training as and when necessary to keep updated with modern developments relating to burials and ground maintenance to ensure you are aware and perform to the specified quality standards.

17. Responsibility to ensure that you and team members assigned to undertake tasks in your work area adhere to safe working practices, risk assessments and Health & Safety procedures, having due regard to the safety of the public. Take responsibility for the upkeep of the Health & Safety Operating system(s).

18. Ensure that all enquiries and complaints are dealt with properly and quickly and deal with the public in a courteous manner.

19. Undertake any other relevant duties that may be required and are commensurate with the nature and grade of the post.

**Qualifications and Experience:**

See Person Specification

**Special Conditions:**

Availability to support call out support for routine cover for Sunday burials, Working weekends, evenings and Bank Holidays may be a requirement of this role.

Working from site in difficult terrain.

Lone working.

**General:**

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it’s grading. This may include duties assigned during periods of adverse weather and/or in response to an emergency.

All members of staff are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work.

The post holder is expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.

The Authority has an approved equality and diversity policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality and diversity policies of the Council.

Since confidential information may be involved with the duties of this post, the post holder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

Undertake, and participate in training, coaching and development activities, as appropriate.

**Note:** Where the post holder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

**Prepared By**:

**Designation:**

**Date:**

# PERSON SPECIFICATION

|  |  |  |
| --- | --- | --- |
| Post: Cemetery Operative |  | Post No. |
| Department: Burials and Cremations | Team: | Burials Team |

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| Personal Attributes Required (considerations) | Essential (E) Or  Desirable (D) | Method of Assessment (suggested) |
| **QUALIFICATIONS/TRAINING**    360 Mechanical excavator operations certification(cemetery environment).  NVQ Level 2 Cemetery Operatives Training Scheme or equivalent in a relevant subject (land based Grounds Maintenance, horticulture, Conservation management)  Operating and maintenance of a variety of commercial grass cutting and grounds maintenance machinery; | (D)          (D)  (E | AF/C        AF/C  AF/C |

|  |  |  |
| --- | --- | --- |
| **EXPERIENCE**    Experience of undertaking  Grave digging and Cemeteries Maintenance, working with a range of specialist machinery, tools and equipment including 360 excavator    Experience of working within a Local  Authority environment | (E)        (D) | AF/I/P        AF/I |
| SKILLS/KNOWLEDGE/APTITUDES    Practical maintenance skills and technical knowledge of Grave digging and Cemeteries Maintenance, working with a range of specialist machinery, tools and equipment    Literacy and numeracy skills  Knowledge of the procedures and systems of work for a range of operational tasks using associated machinery, tools and equipment    Knowledge of the procedures and systems of work for a range of operational tasks to maintain depots, fleet and machinery to provide for the needs of the wider service    Ability to communicate orally or in writing to inform the public, community volunteers, user groups, partners and other members of staff of any issues relating to site maintenance.  Ability to use tact when dealing with potentially difficult subjects    Ability to use judgement and creative skills where there is a need to interpret information or situations and solve varied problems or develop solutions or plans    Ability to work as part of a team, taking responsibility for the completion of work on time. | (E)        (E)    (D)      (D)        (D)        (E)      (D)    (E) | AF/I/T        AF/I  AF/I    AF/I/T      AF/I/T        AF/I/P    AF/I        AF/I |
| Ability to work from instructions and work programmes and use of initiative. Reporting progress or problems to a supervisor or manager. Able to work without direct supervision | (E) | AF/I |
| **SPECIAL REQUIREMENTS**    Potential for periods of considerable physical effort (for example, regular lifting or carrying, pushing or pulling items of moderate weight, rubbing or scrubbing, or working in awkward positions)    Potential for periods of considerable exposure to disagreeable, unpleasant or hazardous environmental working conditions or people related behaviour.    Driving Licence    Trailer Licence | (E)            (E)      (E)  (D) | AF/I            AF/I      AF/I  AF/I |

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| Prepared by: | AF | = Application Form |
|  | C | = Certificate |
|  | I | = Interview |
| Date: | T | = Test |
|  | P | = Presentation |