



Job Description: Cemetery Operative.

Grade: NJC SCP 9 or 14 (£20,903 or £23,080, dependant on experience and qualifications - 2021 NJC pay rise pending) plus annual pay rise as awarded by the NJC and Local Government Pension Scheme

Hours of Work: 37 hours per week. Monday to Thursday 7:30am to 16:00hrs and Friday 07.30am to 12:30noon. On the rare occasion, some weekend work maybe required.

Leave Entitlement: 22 days per annum, plus public holidays

Responsible to: Cemeteries Supervisor

Purpose of the Role

To carry out duties involved in the burial and exhumation of the dead and grounds maintenance of cemeteries and effectively contributes towards the Council's financial targets and service plans.

Main Responsibilities and Key Tasks:

- To prepare, dig and backfill graves, both manually and with excavator, including the use of necessary shoring, shuttering and plant in accordance with agreed procedures to statutory and Health & Safety requirements and agreed standards;
- To operate all machinery, tools and equipment in a safe and appropriate manner, and in accordance with the manufacturers recommendations and with due regard to Health & Safety and Safe Systems of work;
- To locate and identify burial plots and measure and mark out grave spaces from information/maps provided by the Cemeteries Officer. To maintain contact with the Cemetery Supervisor on all issues;
- To monitor works undertaken by external contractors, e.g. Stone Masons to ensure they are carried out in accordance with industry standards;
- To undertake programmed memorial testing for Health and Safety purposes within the cemetery as required;
- To be responsible for the general condition, cleanliness, and daily inspection of your allocated vehicles, hand tools and machinery and the reporting of all known defects as they arise to the Vehicle Maintenance department;
- To maintain accurate and legible records including timesheets, tick sheets, vehicle and machinery defect report forms, pesticide application forms, incident forms etc;
- As and when required meet the cortege at cemetery gates, checking that the appropriate paperwork is in place, escorting it to the designated burial plot and acting in a dignified and respectful manner, wearing the appropriate uniform;

- Deal with enquiries from members of the public, Funeral Directors and Stone Masons as required;
- To meet performance targets, timescales and deadlines within the relevant service specification, for both routine and non-routine maintenance operations;
- To undertake the application of pesticides in accordance with the manufacturer's recommended instructions;
- To maintain grassland areas using pedestrian and ride on machinery operated in accordance with the service specification, and in line with good horticultural practice;
- The post holder may be required to undertake duties outside of normal working hours, occasional evening and weekend burials, early morning watering, fair and Carnival;
- Undertaking basic supervision of lower grade staff and seasonal gardeners/street cleansing operatives;
- To be able to embrace any local individuals, community groups and agencies, Christian, and those of different faiths and culture, regarding special requirements; and
- Any other reasonable duties of a similar nature requested by Management.

Other responsibilities

- To attend training courses on the work and role as required;
- To undertake specific projects from time to time at the request of the Town Clerk; and
- To undertake such other responsibilities and functions as may be required from time to time by the Council commensurate with the duties and responsibilities of the post.

General

This job description forms part of your contract of employment.

The responsibility for the smooth running of the Council is incumbent on all members of staff. At certain times – when colleagues are absent or during periods of seasonal or high workloads, for instance - you will be expected to help with or take on additional duties and responsibilities that are in line with the grade and purpose of this role.

The post-holder has personal responsibility for safety in accordance with Health & Safety legislation and Council policies. As such, Bridgwater Town Council has a zero-tolerance policy on drugs. Where staff are using machinery (such as, grounds maintenance and cemeteries works) random drug testing is in place.

The post-holder will be expected to behave in a sustainable and ethical way; and to spend public funds wisely.

You will be expected to liaise and work with all other colleagues - with the emphasis being on teamwork; helping others in covering holiday periods, sickness and any other contingencies when necessary.

Members of staff are to abide by and promote equalities within Bridgwater Town Council as outlined in the NJC Pay & Conditions of Service and Council's Policies.

You should be committed to the Council's Equal Opportunities Policy and to ensure equality of opportunity in service delivery.

This job is reflective of the current position and is subject to review and alteration in detail and emphasis in the light of future changes or development.

June 2021