



**Job Description:** Cemetery Grounds Supervisor.

**Grade:** NJC SCP 21-24 (£26,511 to £28,672 – dependant on experience), (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, two statutory days plus public holidays

**Responsible to:** Town Clerk

**Purpose of the Role**

To be responsible for the efficient and cost-effective supervision of all Council employees engaged directly in the Council Cemeteries burial and ground maintenance services. To liaise with all principal contracts, i.e. the cemeteries administration team, general public, funeral directors, memorial masons, sub-contractors, clergy etc. To ensure the highest standard of the service delivery are provided. A key role is to ensure full compliance at all time with the Council's Cemeteries Policy Document.

**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 plan, direct and co-ordinate the grave digging employees and the use of plant and vehicles in the performance of the burial service;
- To ensure that all employees under the post holder's supervision are aware of the Health & Safety at Work Regulations and Risk Assessments and that they use the appropriate PPE;
- To ensure that all accidents and near misses are reported to their line manager in accordance with the Council's procedures for the reporting of accidents. To arrange suitable H&S training and provide appropriate information and guidance on health and safety matters;
- To liaise closely with the Town Clerk in relation to the continuity of work and the availability of necessary specialist labour and plant to maximise the efficient use of resources;
- To control all grave digging and associated operations at all Bridgwater Town Council controlled cemeteries, which includes arranging for a daily list of the day's burials to be displayed in the mess room;

- To ensure in liaison with monumental masons that all memorials are correctly positioned within the cemeteries;
- To assist the general public with the identification of grave spaces;
- To assist and co-operate with Funeral Directors during funeral processions and burials within the cemeteries
- To report upon and arrange (in line with the Council's scheme of delegation) the needs for repairs and maintenance to Cemetery buildings, walls, fencing, equipment, vehicles, roads, etc.;
- To manage the grounds maintenance duties in all cemeteries to ensure proper and caring service to the public;
- To ensure compliance with employment legislation codes of practise and conditions of service, especially those affecting health & safety at work and equal opportunities/diversity;
- To be responsible for the adequate supervision of all sub-contractors and specialists who may engage on works under the post holder's control;
- To be responsible for ensuring that all work time breaks are organised so that burial services are not interrupted or delayed;
- To be responsible for completing stage 1 investigation of all accidents and incidents associated with the Cemeteries;
- To maintain up to date Knowledge of statutory requirements and other regulations relating to H&S and the area of responsibility, making recommendations for improvements which can be introduced;
- To prepare all operational risk assessments associated with the Cemetery staff function and to ensure that such are distributed and all employees follow the correct guidance;
- To carry out site inductions, toolbox talks and presentations to ensure that all employees, trainees are aware of and comply with Health & Safety at Work Regulations, COSHH, Safer Systems of Work and Risk Assessments;
- To ensure that all staff members provide good customer care and frontline service, leading by example by dealing with complaints implementing problem solving and responding to customer enquiries;
- To be responsible for setting staff rotas, booking of annual leave in conjunction with the Town Clerk and the completion of staff return to work interviews;
- You will be required to support the operational workforce on a daily basis by undertaking operational tasks; and

- To be responsible for raising all purchases orders in accordance with the Council's Financial regulations.

#### 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.

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