# JOB DESCRIPTION/PERSON SPECIFICATION

 **Department:** Bereavement Services **Location:** Boroughwide

 **Team:** Burials Team **Post No.** A5193

 **Post:** Cemetery Operative **JE No.**

 **Grade: E**

 **Responsible to:** Operational Supervisor (Cemeteries)

**Responsible for:** volunteers and other contractors

**Job Purpose:**

The post holder will be required excavate and backfill 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.

To provide a caring, sensitive, and high-quality service to the bereaved and members of the public attending the burial service

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 burials infrastructure service.

To act as an ambassador for Sefton Council

To undertake the burial process of deceased persons under the direction of the Burials and Cremations Manager or their Deputy, in accordance with the codes of practice, ethics and all relevant to date legislation.

To accommodate burials and exhumations (removal of deceased persons from graves) including the checking of paperwork for both full and Cremated remains burials as well as assisting with locating graves and attending burial services to ensure correct identity of the deceased before and after burial

**Main Duties and Responsibilities:**

1. Identify and check grave spaces and report irregularities.
2. Dig either by hand or mechanically earthen and bricked graves (construct brick burial chambers) and backfill full and ashes graves as required, Sunday to Friday, in any weather, 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, and tidy areas accordingly
3. Take responsibility for assisting with seeing in and checking the burial documentation for cremated remains and full 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 and provide assistance with interments and burials services where required
5. Assist in exhumations as required under the direction of team supervisor
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 heavy plant / vehicles relevant to cemetery and Grounds Maintenance operations including but not limited to mowers, strimmers, hedge cutters, mini excavators, dumpers, utility vehicles, hand tools

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 and to Clean the mess areas, garages and all other associated areas in the cemeteries and crematoria to a high standard

14. Take responsibility for the security of vehicles, machinery, equipment, tools and buildings as well as be key holders for cemetery areas.

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.

20. Assist the general public where necessary to locate Graves, memorials, plaques, specific dedicated memorial shrubs where loved ones are laid to rest, and where necessary ensure any enquiries or complaints relating to Burial and Cremation Service are directed to the correct officer for processing if not dealt with at point of contact

21. To mentor new staff through the burial training to ensure full compliance in line with FBCA and Environmental legislation

**To Deliver the following Outcomes:**

* Maintenance of cemeteries and crematoria, proving clean, safe and accessible facilities for our communities.
* To prepare all graves that are required for burial across the whole cemetery portfolio
* Support the management and development of the service to deliver benefits for people, place and nature.
* To undertake visual checks, record and monitor the burial process reporting any defects and noncompliance with LACO 1977 and all other legislative requirements

**Linkages:**

To deliver the outcomes for your role and your team, and to contribute to the delivery of Council outcomes, you will be expected to work with other teams within other areas of the council should the need arise, other corporate departments, outside agencies and partners and members of the public. Some of the critical relationships for your post include:

* Cemeteries & Crematoria Service
* Volunteers
* Green Sefton
* Clergy
* Funeral Directors
* The Bereaved

**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/difficult weather.

Lone working.

Ability to deal with the exhumation process, including the removal of a deceased person/cremated remains/ body parts from a grave under the instruction of manager and Ministry of Justice legislation

**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.

This is a 36 hour a week post operated over 5 days, with an additional 15 hours contractual overtime per month to cover any weekend/out of hours burials.

**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**: **Dave Clay**

 **Designation:**

 **Date: 26/9/24**

# PERSON SPECIFICATION

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| Post: Cemetery/crematorium 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). Operating and maintenance of a variety of commercial grass cutting and grounds maintenance machinery as described in the Job description NVQ Level 2 Cemetery Operatives Training Scheme or equivalent in a relevant subject (land based Grounds Maintenance, horticulture, Conservation management)  |    (E)   (E)   (D)   |    AF/C   AF/C AF/C   |

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| **EXPERIENCE**  Experience of undertaking Grave digging and Cemeteries Maintenance, working with a range of specialist machinery, tools and equipment including 360 excavator Experience of grounds maintenance works including use of machinery describedExperience of working within a Local Authority environment   |    (E)     (E)  (E) |   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 Ability to deal with public enquiries in a bereavement setting, Ability to work as part of a team, taking responsibility for the completion of work on time including the attendance at burials where requiredKnowledge 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 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)  (E)  (E) (E)    (E)    (E)    (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. Ability to deal with deceased persons during exhumation process Driving Licence  Trailer Licence |   (E)      (E)   (E) (E)(D) |   AF/I      AF/I   AF/I AF/I  |

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| Prepared by: Dave Clay | AF  | = Application Form  |
|   | C  | = Certificate  |
|   | I  | = Interview  |
| Date: 26/9/24 | T  | = Test  |
|   | P  | = Presentation  |