

Job Description

POST TITLE	Memorial Safety/Cemetery Operative	POST NO:	PK2126
SERVICE UNIT	Green Spaces and Amenities	GRADE:	CG 5 – 6
JOB EVALUATION	CG1 A1924 CG2 A1925	JOB FAMILY	
RESPONSIBLE TO:	Senior Cemetery Operative		
RESPONSIBLE FOR:	None		
LOCATION		STATUS	Staff

Job Purpose

To inspect, make-safe and re-fix memorials and other structures in Burnley's cemeteries and churchyards. Assist with other cemetery operations including ground maintenance and burial related duties.

Main Duties and Responsibilities:

Memorial Safety Duties

1. Make-safe memorials including the use of mechanical equipment/tools if required to assist with the chosen make safe procedure such as re-fixing, laying down, digging in or installation of temporary make-safe devices.
2. Undertake recorded inspections of cemetery and churchyards including memorials, paths and walls, etc.
3. Remove and re-fix memorials in accordance with BRAMM/NAMM regulations or Council Approved Method.
4. Assist the team leader to complete accurate and legible written or electronic records of all inspections and maintenance work undertaken.
5. Undertake other construction and maintenance work such as repairing paths, edging kerbs, seats and installation of memorials including seats, trees, plaques, paving, etc.

6. Operate a range of machinery and equipment including hand power tools, lifting equipment, excavators, dumpers and work related vehicles.
7. Assist, if required in the general ground maintenance of cemeteries, and with grave digging/burial related duties.

Cemetery Operative Duties

8. To carry out duties in a safe and efficient manner in accordance with instructions, codes of practice, in-house procedures and statutory requirements, ensuring that a mature, sensitive and caring approach is maintained.
9. To prepare for funerals including identifying graves, digging and preparing graves by hand or by machine and undertake backfilling and reinstatement following burial.
10. To escort the funeral cortege and assist funeral directors at the graveside if required.
11. To ensure that the collection, identification, and internment of ashes is undertaken in accordance with codes of practice, regulations and written instructions.

General Responsibilities

12. Provide accurate details of hours worked and duties completed for verification by your team leader on a regular basis and for ensuring that your own personal records are submitted in accordance with the Council's routine procedure.
13. Employees are required to work with their employer to ensure a working environment which is safe and without risks to the health, safety and welfare of employees, and others who may be affected, in accordance with the Health and Safety at Work Act, associated regulations and the Corporate Health and Safety Policy. Which includes:
 - a. Assist the team leader to prepare risk assessments and ensure that you are familiar with the risk assessments of each task and that any staff working under supervision of follow the safe system of work for each operation.
 - b. Ensure that any vehicles & plant is operated by you are regularly checked and necessary records are completed and defects reported.
 - c. Ensure that machinery and plant is operated in a safe manner for the purposes for which it is designed and in accordance with the relevant Safe System of Work.
 - d. Ensure that materials and equipment is safely handled and stored on site, vehicles and in depots.
 - e. Ensure that any accidents or near misses are reported to your team supervisor or Team Leader.
14. Maintain an appropriate appearance by wearing the corporate clothing issued to you and ensure that you use the personal protective equipment provided at all times whilst working.
15. Behave towards members of the public in a professional manner and respond to any enquiries or complaints in a helpful and courteous manner.

16. Always deal with colleagues openly and fairly to support mutual respect within the team, encourage good team working and coordinate tasks with colleagues.
17. Undertake work outside normal hours (for which overtime or time off in-lieu will be paid) to assist with the operation of the cemetery.
18. Work in all weather conditions where safe to do so.
19. Undertake further training as required.
20. Abide by, and act in accordance with, the Council's policies and procedures.
21. You will be expected to report to and work from any of the Authorities other depots and sites upon request.
22. Undertake any other duties which may be allocated to you from time to time commensurate with the grading of the post.

Progression to Grade 6 will only take place on completing and obtaining the following qualifications:

- ICCM BRAMM or NAMM qualification as a registered memorial mason
- ICCM Cemetery Operative Training Scheme (or equivalent)
- Trailer Towing Qualification (if not exempt)

FOOTNOTE

This Job Description summarises the major responsibilities of the post. It is not intended to exclude other activities, nor future changes from the postholder's responsibilities.

Equality Act 2010

If you are a disabled applicant or an employee who has become disabled and this will affect your ability to do any of the above duties the Council will consider making some changes it thinks are reasonable.

Examples of changes may include providing equipment, making alterations to the workplace or changing some parts of the Job Description.

Health and Safety

Employees are required to work with their employer to ensure a working environment which is safe and without risks to the health, safety and welfare of employees, and others who may be affected, in accordance with the Health and Safety at Work Act, associated regulations and the Corporate Health and Safety Policy.

Person Specification

POST : Memorial Safety/Cemetery Operative	GRADE: CG 5 - 6
DIRECTORATE : Operations	POST NO: PK2126

Selection Criteria	Essential/ Desirable E/D	Means of Assessment: Application/Interview/ Presentation/Test/ Production of Certificate A/I/P/T/C
Qualifications		
1. Full Driving Licence	E	A Production of Licence
2. Pesticide Certificates NPTC PA1/PA6	D	A Production of Certificate
3. ICCM BRAMM or NAMM qualification as a registered Memorial Mason	E grade 6	A Production of Certificate
4. ICCM Cemetery Operative Training Scheme (or equivalent)	E grade 6	A Production of Certificate
5. Trailer Towing Qualification (if not exempt)	E grade 6	A Production of Certificate
Experience		
6. Experience in construction related work	E	A/I
7. Experience of safe working practices on public accessible sites	E	A/I
8. Experience in memorial masonry. (essential for progression to Grade 6)	D/E	A/I
9. Experience in cemetery work and in dealing with bereaved families, the Clergy and Undertakers (essential for progression to Grade 6)	D/E	A/I
Skills and Knowledge		
10. Ability to use plant and machinery including excavators, mowers and ride on machines	E	Production of Certificates / Training Record

11.	Working knowledge of memorial work to ensure installations meet BRAMM/NAMM standards (essential for progression to Grade 6)	D/E	A/I
12.	Ability to prepare graves and operate cemetery machinery such as excavators and dumpers etc.	E	I
13.	Ability to remove, install, repair and make safe memorials in accordance with BRAMM/NAMM requirements (essential for progression to Grade 6)	D/E	I
14.	Ability to accurately search, locate and select graves and check and update cemetery records	E	I
15.	Ability to undertake risk assessments and assess safety of memorials and other features	D	A/I
16.	Ability to communicate both orally and in writing and complete accurate records of inspections etc by hand or electronically	E	A/I
17.	Ability to use power tools, e.g. angle grinder, drills, etc.	E	I
18.	Ability to work without direct supervision and use own initiative when carrying out duties	E	I
19.	Ability to work as part of a team	E	I
20.	Good customer care skills and an ability to deal with members of the public in a sensitive manner	E	I
21.	Commitment to providing customer care and improving service delivery to customers	E	A/I

The Burnley Way

Burnley employees are expected to be role models the organisation's TEAM values and behaviours which are: Together, Enterprising, Ambitious and Meeting Customer Needs. Our organisational leaders and managers are expected to strive to create a culture of openness and trust, where people are led and managed in line with TEAM values acting as role models for working collaboratively to drive efficiency and service improvements in order to deliver the Council's vision and objectives.
Further details are contained in the Behaviour Framework.

March 2026