ROSSENDALE BOROUGH COUNCIL

Role Description

Post Title: Cemeteries Charge Hand

Grade: 4

Post No: PW0003

Department: Operations- Green Spaces

Reports to: Operation Supervisor

Responsible for: n/a

Purpose of role

We are currently looking to appoint a Cemetery Charge hand. The role will assist the Green Spaces Team in providing an excellent Cemetery Service by ensuring graves are prepared in a timely manner and cemetery grounds are maintained to a high standard. The role will also involve liaising with Customers, Funeral Directors and Councillors to ensure the Cemeteries are operated in an efficient and sensitive manner.

Responsibilities

- Liaise with funeral directors, registrars, Bereavement Services Officer and relevant team leader to ensure timely excavation of plots prior to internments.
- General grounds maintenance of the areas mentioned in the job purpose e.g. grass cutting, hedge trimming, clearing leaves and litter, emptying litter bins, path maintenance, clearing shrub beds, planting, pruning, and constructional labouring
- Be responsible for the preparation of graves and vaults including hand digging, manoeuvring in and out of graves and manual lifting and handling of construction materials
- Responsible for the aftercare of graves; especially checking up on recent burial plots and carrying out the relevant maintenance tasks
- Use and maintenance of tools and equipment, including dumper, 360° mechanical digger, powered hand tools which includes pedestrian mowing equipment, strimmers, hedge trimmers, leaf blowers, chainsaws and ride on mowing equipment
- Complete all necessary paperwork and ensure submission to supervisor within specified timescales
- Deal with members of the public in sensitive situations

- Responsible for performing and recording memorial safety inspections in accordance with the Council's inspection regime

Other Duties

- Assist the Operations Supervisor with tasks for the wider Green Spaces Team where necessary
- Assist with gritting and snow clearance
- Undertake any other duties commensurate with the grade of the post.

Relationships

Key internal and external contacts:

Within the organisation

- Green Spaces team
- Operations Team
- Bereavement Officer
- Operations Supervisor
- Green Spaces Manager
- Director of Operations

At a borough level

- Local Councillors
- Funeral Directors
- Customers
- Contractors

Generic responsibilities.

- To contribute to ensuring the function's business targets are met, in accordance with best practice, to agreed specification, and with full compliance with health, safety, professional standards, statutory and other relevant legislation.
- To work collaboratively with Council colleagues as and when required.
- Behave in accordance with the Council's Constitution and Code of Conduct.
- To comply with the Council's Policies.
- To undertake continuous professional development and training as required, in order to achieve and maintain the competencies required for this role.

General Statement

The information contained in this job description is provided to assist employees joining the council to understand and appreciate the work content of their post and the role they will play in the organisation. However, the following point should be noted:

- Whilst every endeavour has been made to outline the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail.

Person Specification

Post Title: **Cemeteries Charge Hand**

Post Number**: PW0003**

Experience	E=Essential D=Desirable	Identified by
Experience of working in a Cemetery environment	E	Application & Interview
Experience of grounds maintenance tasks and use of necessary equipment and machinery	E	Application & Interview
Experience of the safe operation of excavators and dumpers	E	Application & Interview
Experience working in local government or the public sector.	D	Application & Interview
Knowledge	E=Essential D=Desirable	Identified by
Knowledge of Cemetery related activities and maintenance	E	Application & Interview
Skills and Abilities	E=Essential D=Desirable	Identified by
Ability to work in an outdoor environment and capable of working in a physically demanding job	E	Application & Interview
Strong organisational skills and attention to detail.	E	Application & Interview
Ability to communicate clearly, professionally, and empathetically.	E	Application & Interview
Ability to ensure rules and regulations of the cemetery are adhered to by visitors and to challenge inappropriate behaviour within the cemetery	E	Application & Interview
Ability to deal with sensitive situations in an empathetic and professional manner	E	Application & Interview
Ability to work in a team or individually, making decisions within pre-determined guidelines	E	Application & Interview
Ability to work flexibly under pressure	E	Application & Interview
Qualifications	E=Essential D=Desirable	Identified by
Educated to GCSE standard or equivalent including Maths & English	E	Application
Current driving licence with Category B+E	E	Application
Trained in safety in the burial process or equivalent experience	E	Application & Interview
Certificate of competence for 360 excavator and dumper, or willingness to achieve immediately	E	Application
Other Circumstances	E=Essential D=Desirable	Identified by
General understanding of employees' responsibilities in terms of Health and Safety at work.	E	Application

A commitment to developing and maintaining high levels of customer service in accordance with the Council's Customer Service Standards	E	Application
A commitment to personal development	E	Application
Ability and willingness to demonstrate the council's values and behaviours	E	Application
Regular and Reliable Service	E	Application