ARDS AND NORTH DOWN BOROUGH COUNCIL

JOB DESCRIPTION

Job Title:	Senior Gravedigger
Directorate:	Environmental Services
Department:	Parks and Cemeteries, however, may be required to work in any Council Department
Location:	Throughout the Borough
Reports to:	Parks and Cemeteries Assistant Area Manager
Responsible for:	Parks and Cemeteries Workforce & Volunteers
Salary Scale:	Scale 4, SCP 8-12
Car User Status:	Use of Council Vehicle

PURPOSE AND FUNCTION OF THE POST

The person appointed will be responsible for carrying out a range of cemetery, grounds and facility maintenance service tasks within all Parks & Cemeteries locations identified by the line manager either individually or as part of a team, ensuring all areas are well maintained, clean and presentable.

To ensure effective communication with site users, other members of the team and line management. Assist in the community development of the Parks and Cemeteries Service through internal and external initiatives that engage Service stakeholders.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Carry out general upkeep and maintenance of all cemeteries (including stores, toilets, and buildings) within the Borough, and directing gravedigging staff as required. Ensuring operations are carried out at appropriate times and conditions and advise of potential hazards. Act as facility keyholder as required.

2. Responsible for the identification of and marking out graves prior to opening. Digging graves, both mechanically and by hand, to the required depth and filling the same, as directed. Preparation and presentation of the grave before committal and assisting in the transfer of the remains for committal. Keeping safe and properly maintained all cemetery maps, detailed records of grave plots (including depths) and other records appropriate for the upkeep of the cemetery. Undertake shoring, shuttering and backfilling of grave plots. Carry out exhumation as and when required.

3. Ensuring all allocated tasks are carried out appropriately and that permanent and seasonal staff within the team are utilised accordingly, including volunteers as and when required.

4. Operate vehicles e.g. tractors, dumpers etc and various types of specialised machinery and equipment e.g. ride on lawnmowers, excavators, powered tools etc involved in the day-to-day operations of the Service. Maintain in a satisfactory condition including light maintenance and completion of daily checks and recording of same and reporting of defects before commencing work.

5. Required to work as part of a mobile team and daily driving duties. Responsibility for allocated machinery and vehicle at all times, safe transport of personnel, equipment and material to and from site.

6. Undertake inspections as required. Report to line manager any additional site maintenance needs or defects identified while carrying out operational tasks.

7. Ensuring safe and proper storage and selection of chemicals and spraying equipment and the accurate calibration of same, keeping records regarding use and storage.

8. Giving help and assistance to members of the public in a sympathetic and courteous manner. Work with service stakeholders including memorial masons, funeral directors etc as and when required.

9. Assist in the training, instruction and direction of staff and volunteer placements with special consideration to Health & Safety of staff, public and others. Also overseeing any work carried out by sub-contractors as required.

10. Support the operation and implementation of the Local Biodiversity Action Plan (LBAP) and develop opportunities for contributions to LBAP targets.

11. Adhere to and comply with all Council policies and procedures relevant to this role, including arrangements for safety and risk management.

12. Ensure appropriate use of IT Equipment, software and mobile phones where supplied.

13. Carry out all specified, and any other relevant, duties to the highest of professional standards, protecting the reputation and always ensuring the integrity of the Council.

14. Participate in the formulation, implementation and evaluation of the Service Plans responding to changing trends and stakeholder needs.

15. Achieve high standards of personal performance, through meeting agreed personal targets and undertaking planned programmes of professional development.

16. Examine opportunities to gain efficiencies and improve effectiveness including collaborative joint working and other innovative approaches to achieve a better public service.

17. When required to do so, undertake other relevant duties associated with community events; street maintenance e.g. litter lifting and salting; and parks operations including general horticultural duties such as hand weeding, hedge

trimming, rose pruning, fertiliser application and the planting of trees, shrubs and seasonal bedding.

18. Acting Up for the Team Leader as and when required and in line with the job description for that post.

19. Undertake any other duties consistent with the level and nature of the post that may be allocated by management to include the interchange of duties to cover leave, employee vacancies or illness.

Note: The post holder may be expected to work outside hours at weekends, evenings and public holidays as dictated by the needs of the service.