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| BARRY TOWN COUNCIL    JOB DESCRIPTION AND EMPLOYEE SPECIFICATION | | | |
| Job Title | Cemetery  Maintenance  Operative/Gravedigger | SP 7 - 11 | Salary  £20,444 - £22,129 |
| Reporting To    Direct Reports | Cemetery Team Leader    None | Hours | 37 hours per week |
| Working Pattern | 1st April – 30th Sept  Mon & Wed 11am – 7pm  Tues & Thurs 8am – 4pm  Fri – 8am – 3.30pm  1st Oct- 31st March  Mon, Tues & Thurs 8am - 4pm  Fri 8am - 3.30pm  Subject to winter rota  Including bank holidays |
| Purpose of the Role | | | |
| To ensure that Merthyr Dyfan Cemetery grounds and buildings are maintained to a standard set by Barry Town Council. To work as part of a team with the digging of graves and maintenance of Porthkerry Cemetery at the direction of the Cemetery Team Leader. To prepare graves as directed and within legislative & Health & Safety guidelines. | | | |

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| 1. Key Duties and Responsibilities      1. To assist the Cemetery Team in the preparation of graves, i.e. excavation by hand and using an excavator (for which training will be given), laying out grave area respectfully and backfilling graves and any other forms of interment that are provided by Barry Town Council. 2. To assist the cemetery staff at the direction of the Cemetery Team Leader in maintaining the cemetery grounds:    * Grass Cutting    * Planting of flower beds and maintenance    * Tree planting and maintenance    * Maintaining Shrubs and Bushes accordingly    * Clearing of pathways (via use of leaf blowers)    * Weed control (via use of suitable pesticides)    * Ensure drains are cleared regularly    * Ensure litter bins are checked daily and emptied as and when required    * Installation and repair of benches as and when required    * To assist with the maintenance of the cemetery pond    * Topping up graves and seeding as and when required 3. To assist the Cemetery Team at the direction of the Cemetery Team Leader to ensure all cemetery buildings are maintained to a standard set by Barry Town Council. Clearance of the gutters in line with the schedule of works provided by the Facilities and Cemeteries Manager and to report any faults with buildings to your line manager immediately 4. To assist with daily routine vehicle and equipment checks and cleaning duties in accordance with vehicle and equipment manufacturers instructions and complete daily log sheets, reporting faults or breakdowns to an appropriate supervisor 5. To deal with enquiries from members of the public 6. To provide quality customer service; providing help and assistance to visitors to the cemetery by providing advice and information 7. To assist in the collection and remove litter, debris, fly tipping, leaves and weeds 8. To assist in ensuring security of the cemetery site and buildings, including containers 9. To familiarise yourself with all tasks and use of equipment to enable cover for all tasks required across the cemetery service      1. Communications      1. To foster strong communication within the wider Council staff including providing representation to Team meetings 2. To communicate with members of the public, visitors to the cemetery, staff and Councillors 3. To provide regular feedback to your line manager through Supervision      1. Health and Safety      1. To assist in ensuring that the Town Council’s statutory obligations for the effective management of health and safety, Safe Working Practices and   Council Procedures are met   1. To prepare risk assessments which impact on your role and the department you work in, for all tasks undertaken in the Cemetery   To prepare COSHH assessments in respect of all chemicals used in the course of your daily tasks  c) To take care of your own health and safety by following guidance provided by your line manager and through training received.     1. Equality and Diversity      1. To support the Chief Officer (Town Clerk) in ensuring that the provisions of the Equality Act 2010 are reflected in all aspects of the Council’s work. 2. To undertake Equalities awareness training 3. To be aware of the requirements of the Welsh Language Act and how they might relate to the role you perform.      1. Personal Development     a) To develop in your role through training and development opportunities made available to include the following training:-   * Manual Handling * Health & Safety * Ladder Training * Training on all mechanical equipment within the cemetery * Complete all the necessary training required to become the Cemetery Health and Safety Representative * Complete Risk Assessment Training * ICCM and SLCC training appropriate to your role   Other     1. To undertake other duties from time to time which are commensurate with the level and grading of the post. |

EMPLOYEE SPECIFICATION

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| Experience/ Competencies | Essential or  Desirable? | Method of Assessment |
| Qualifications and Education   * Good general education (Inclusive of literacy &   numeracy skills)     * Hold or willing to undertake a Health and Safety qualification      * Hold a full driving licence | Essential        Desirable      Essential | Application Form/Provision  of Certificates      Application form      Application Form |
| Knowledge and experience   * To have experience of manual labour      * To have experience of delivery of a service to the public      * To have experience of using hand tools & equipment      * To have experience of auto mechanics | Essential    Essential      Essential      Desirable | Application form/Interview      Application form/Interview      Application form/Interview      Application form/Interview |
| Skills and Attributes   * Good interpersonal and oral communication skills      * Good written communication   skills     * Ability to communicate effectively with other staff, Councillors, general public and external agencies      * Ability to work as part of a team | Essential      Desirable      Essential      Essential | Interview      Application Form      Application Form/Interview      Interview |
| * Empathy, sensitivity, tact and diplomacy      * Basic IT skills enabling use of internet, e-mail and documents      * Willingness to learn how to operate all equipment safely and effectively      * Ability to carry out work to the highest quality      * Willingness to undertake any training felt relevant to the post and to undertake all aspects of the training framework with the Councils agreed provider/college      * Be prepared to wear uniform and PPE provided by the council      * Understanding of the requirements of the data protection and freedom of information legislation and its application within an organisation      * Awareness of health and safety legislation and its application within an organisation | Essential      Desirable        Essential      Essential      Essential            Essential      Desirable        Essential | Interview      Interview        Interview      Application form/Interview      Interview            Interview      Application Form        Interview |
| Personal Styles and Behaviours   * A motivating and enthusiastic individual * Personality, conduct and credibility that engages the confidence of the public, councillors, staff, partners and stakeholders * To be able to work in a team | Essential    Essential | Interview    Interview |
| Other   Committed to developing and keeping up to date personal knowledge level | Essential | Interview |