



BARRY TOWN COUNCIL
JOB DESCRIPTION AND EMPLOYEE SPECIFICATION

Job Title	Part-time Cemetery Maintenance Operative	SCP 5 - 6	Salary £12.85 – £13.05 per hour
Reporting To	Cemetery Supervisor	Hours	30 hours p/w
Direct Report	None	Working Pattern	<p>1st Oct–31st March Mon-Thur 9.30 -4 pm Fri 9 –3.30 pm *Subject to winter rota*</p> <p>Bank Holidays - to open & close gates only. Occasional Days 8.00am – 4.30pm Weekend cover for annual leave 8.30am – 5.00pm</p> <p>1st April–Sept 30th Mon & Thurs 8 am - 4 pm Tues & Wed 11 am – 7 pm</p>

Purpose of the Role

To provide maintenance support at Merthyr Dyfan Cemetery at weekdays, weekends, bank holidays and occasional days to ensure that the cemetery is maintained to a standard set by Barry Town Council.

To provide maintenance support at Porthkerry Cemetery to ensure that the cemetery is maintained to a standard set by Barry Town Council.



Key Duties

1. To maintain the cemetery grounds at the direction of the cemetery supervisor: -
 - Grass cutting
 - Planting and maintenance of flower beds
 - Maintaining shrubs and bushes accordingly
 - Clearing of pathways (via use of leaf blowers)
 - Ensure litter bins are checked daily and emptied as and when required
 - Repair of benches as and when required
 - Chemical spray training to support the upkeep of the cemetery grounds
 - Support Grave diggers with placing and removal of shoring, and back-fill as and when required.
2. To carry out 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 the cemetery supervisor.
3. To deal with enquiries from members of the public
4. To provide quality customer service; providing help and assistance to visitors to cemetery by providing advice and information
5. To collect and remove litter, detritus, fly tipping, leaves and weeds
6. To ensure the security of the cemetery site and buildings, including containers
7. To top up graves in both cemeteries when deemed necessary

Communications

8. To foster strong communication within the wider Council staff including attending weekly cemetery staff team meetings
9. To communicate with members of the public, visitors to the cemetery, staff and Councillors
10. To provide regular feedback to your line manager through supervision

Health & Safety

11. To assist in ensuring that the Town Council's statutory obligations for the effective management of health and safety, Safe Working Practices and Council Procedure are met.



12. To be aware of all risk assessments which impact on your role and the department you work in, for all tasks undertaken in the Cemetery

13. To take care of your own health and safety by following guidance provided by your line manager and through training received.

Equality & Diversity

14. To support the Chief Officer in ensuring that the provisions of the Equality Act 2010 are reflected in all aspects of the Council's work

15. To undertake Equalities awareness training

16. To be aware of the requirements of the Welsh Language Act and how they might relate to the role you perform

Personal Development

17. To develop your role through training and development opportunities made available to include the following training: -

- Manual Handling
- Health & Safety
- Ladder Training
- Training on all relevant mechanical equipment within the cemetery
- ICCM & SLCC training appropriate to your role

Other

18. To undertake other duties from time to time which are commensurate with the level and grading of the post



EMPLOYEE SPECIFICATION

Experience/Competencies	Essential or Desirable?	Method of Assessment
Qualifications and Education <ul style="list-style-type: none"> • Good general education • Hold or willing to undertake a Health & Safety qualification • Hold a full driving licence 	<p>Essential</p> <p>Desirable</p> <p>Essential</p>	<p>Application Form/Provision of Certificates</p> <p>Application Form/Interview</p> <p>Application Form</p>
Knowledge and Experience <ul style="list-style-type: none"> • At least two years' experience of general horticultural works • Experience of use of a variety of vehicles i.e. mowing, and bobcat • Experience of use of a wide range of pedestrian equipment such as strimmer's, leaf blowers and mowers • Chemical spray training to support the upkeep of the grounds. 	<p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p>	<p>Application Form</p> <p>Application Form</p> <p>Application Form</p> <p>Application Form/Interview</p>
Skills and Attributes <ul style="list-style-type: none"> • Good interpersonal and oral communication skills • Good written communication skills • Ability to communicate effectively with other staff, councillors, general public 	<p>Essential</p> <p>Desirable</p> <p>Essential</p>	<p>Interview</p> <p>Application Form</p> <p>Application Form/Interview</p>



<p>and external agencies</p> <ul style="list-style-type: none"> • Ability to work as part of a team • Empathy, sensitivity, tact and diplomacy • Basic IT skills enabling use of internet, email and documents • Good practical skills in soft landscaping and grounds maintenance • 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 • Understanding of the requirements of the Data Protection Act and Freedom of Information legislation and its application within an organisation • Awareness of health and safety legislation and its application within an organisation • To be prepared to wear uniform and PPE provided by the Council 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Interview</p> <p>Application Form/Interview</p> <p>Interview</p> <p>Interview</p>
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<ul style="list-style-type: none"> • Prepared to work outside in all weather conditions 	Essential	Interview
<p>Personal Styles and Behaviours</p> <ul style="list-style-type: none"> • A motivating, enthusiastic and flexible individual • Personality, conduct and credibility that engages the confidence of the public, councillors, staff, partners and stakeholders 	Essential	Interview
<p>Other</p> <ul style="list-style-type: none"> • Committed to developing and keeping up to date with personal knowledge 	Essential	Interview