

JOB DESCRIPTION - NEIGHBOURHOOD SERVICES

IDENTIFICATION

Post Title:	Chargehand Gravedigger	Post Ref:	
Section:	Environment Department	Grade:	7
Responsible to:	Service Manager - Environment Area Manager Area Officer		
Responsible for:	Gravedigger Operatives Apprentices Ground Maintenance Operatives		

JOB PURPOSE

To undertake various disciplines of Cemetery/Gravedigging work and also work within general open spaces within the Environment Department, ensuring the required standards of workmanship are achieved.

PRINCIPAL WORKING CONTACTS

Service Manager - Environment
Area Managers
Area Officers
Appropriate staff within the Environment Department
General public

MAIN DUTIES

Supporting the Area Officer in all aspects of the Burials and Cemetery processes including planning and burial implementation, and the use of suitable equipment and materials to carry out all aspects of Cemetery works.

Following procedures for interments: lair location, laying off and excavation of the grave, including installation of shoring, preparations for the interment and backfilling of grave. Oversee and ensure the safety of those attending burials

To be responsible for the aftercare of graves; especially checking up on recent burial plots and carrying out relevant maintenance tasks.

Exhumation works where required, training will be provided if necessary.

Use and maintenance of tools and equipment, including dumper, mechanical digger and powered hand tools which includes pedestrian mowers, strimmers, hedge trimmers, leaf blowers and ride on mowing equipment.

General grounds maintenance of the areas mentioned in the job purpose e.g. grass cutting, hedge trimming, clearing leaves and litter, emptying litter bins, clearing shrub beds, planting, pruning and application of chemicals.

To complete all necessary paperwork and ensure submission within specified timescales.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

PERSON SPECIFICATION

POST TITLE: Chargehand Gravedigger

SERVICE/DIVISION/SECTION: Neighbourhood Services

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	Knowledge of cemetery procedure. Knowledge of grounds maintenance. Burial Qualification, eg ICCM; COTS/ Customer care PA1A & PA6A Weed killing certification.	Knowledge of cemetery and grounds maintenance procedures.	Application Form. References or certificates.
RELEVANT WORK/OTHER EXPERIENCE	Ability to drive/operate all relevant plant, eg compact tractor, Excavator, pick-up, van, ride on grass cutter and various small plant Memorial safety knowledge		Application Form. References or Certificates.
PARTICULAR SKILLS/ABILITIES	Work without supervision. Mechanically minded.	Be motivated.	Application Form. References Interview.
PERSONAL QUALITIES	Good communicator. Ability to work under pressure Ability to deal with the public in a polite courteous manner.		Application Form. Interview.
ANY ADDITIONAL JOB RELATED REQUIREMENTS	Ability to work outdoors in all weathers. Full Driving licence (Level 2). Digger Banks		Application Form. Interview. Certificates