ORKNEY ISLANDS COUNCIL

Gravedigger/Refuse Collector

Various locations, Orkney

At a glance:

Grade: C
Salary: As per advert

Allowances:

- Distant Islands Allowance
- Standby/On call Allowance

Job Purpose:

Cover all duties involved with respect to burial grounds including preparation and digging of graves, maintenance of grounds etc. These duties include the operation of various items of small plant and equipment. You must also cover duties connected with removal of household and commercial refuse from a variety of locations including special collections and refuse for recycling. Environmental Cleansing duties which include street sweeping are also included.

For application support contact **hrsupport@orkney.gov.uk** or call **01856 873535 ext.2250**

Benefits and Support

34 days annual leave, increasing to 39 days over 5 years, inclusive of Public Holidays (pro-rata)	Supported to work and earn whilst achieving qualification
Local Government Pension Scheme	Maternity, Paternity and Sick Pay
Comprehensive induction process	Employee Assistance Programme

Main Duties and Responsibilities

Undertake all duties involved with respect to burial grounds including preparation and digging of graves, maintenance of grounds etc. These duties include the operation of various small plant and equipment.

Undertake all duties connected with removal of household and commercial refuse from a variety of locations including special collections and refuse for recycling.

Environmental Cleansing duties which include street sweeping are also included.

Driving duties will be included but whilst not driving, you will assist the driver in safe manoeuvring of the vehicle as and when required.

Ensure best operational relationships exist between the service and members of the public.

All duties must be carried out to comply with the Health and Safety at Work Act; Acts of Parliament, Statutory Instruments and Regulations and other legal requirements, Codes of Practice and established local authority procedures.

All duties will be carried out in the working conditions normally inherent in the particular job.

There is a duty to ensure the safety of yourself, other members of the workforce, visitors and the general public.

Duties include completing timesheets, plant sheets and job cards and all other associated paperwork.

Employees where appropriate will be required to wear any uniform or protective clothing.

There will be a requirement to work additional hours, from time to time, depending on the exigencies of the service.

As a term of employment, you will participate in the Council’s Winter and Emergency Standby rota, if required, and undertake such other duties up to and commensurate with the grade of the post and/or hours as may reasonably be required.

Responsibilities for All

Embody the Council Values of Accountable, Reliable, Considerate and Collaborative.	Participate in team meetings, 1 to 1s, supervision and good conversations process
Handle all information in confidence and in line with Data Protection requirements	Comply with the Council Employee Code of Conduct
Work safely to prevent risk to yourself and others	Comply with relevant professional body codes of practice/conduct
Ensure Equality, Diversity and Inclusion	Any other duties appropriate to your grade
Undertake mandatory and relevant training and development	Where required Support the Council's emergency response

Skills and Requirements

Must have

Knowledge and experience in vehicle checks and safe vehicle operation.
Knowledge and experience in health and safety and lifting and handling.
Knowledge and experience working with the public and colleagues.
Knowledge and experience of completion of paperwork.
Hold a full and current driving licence.

Requirements of the Role

Disclosure/PVG:	Level 1	Convictions to Declare:	Current
Politically Restricted Post:	No	Sponsorship:	No
Work Additional Hours:	No	Term Time Post:	No