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| Post No. : | 8553 JET566  As per Vision HR system if existing post |
| Post Title: | Cemetery Operative |
| Directorate: | Governance and Partnerships |
| Division: | Life Events |
| Section: | Bereavement Services |
| Reports To: | Cemetery Team Leader |
| Location: | All Council owned cemeteries |
| DBS Status: | None |
| Grade: | Grade E |

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| Role Purpose |
| To undertake a wide range of tasks assisting with the day to day running and ongoing development in providing a high quality cemetery service. |

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| **Main** Duties and Responsibilities |
| * To maintain the cemetery in a safe and tidy condition. * To undertake individually or as part of a team, the maintenance of the cemetery grounds and their surrounds including grass cutting, hedge trimming, planting, pruning, leaf clearance and weed control or similar tasks as required. * To undertake individually or as part of a team, all duties involved with the burial of the dead in new and re-opened graves (for example – location, preparation and digging of graves necessary shoring, shuttering and backfilling). * To undertake individually or as part of a team memorial safety. * To assist with exhumations of ashes and bodies. * To provide cover for the crematorium assistants for periods of leave and sickness absence, preparing the chapel prior to services and supporting the team with the cremation process. * The use of tools and equipment, powered hand tools and plant (including mechanical diggers) will be required. Training will be given when necessary. * To empty waste containers at the cemeteries and promote recycling where possible. |

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| Qualifications  For information about qualification equivalency click [here](https://www.blackpooljobs.org.uk/Documents/4127139.docx) | Please mark which are Essential or Desirable  | E/D |
| Full Driving Licence  General certificates relating to grounds maintenance and grave digging  Crematorium Technical Operators Certificate | | E  D  D |

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| Knowledge, Skills and Experience  Required | Please mark which are Essential or Desirable  | E/D |
| Knowledge   * Considerable knowledge of horticulture and/or environmental principles and practices * Considerable knowledge of health and safety and the ability to follow safe systems of work   Skills   * Good literacy skills * A wide range of practical skills including mowing, pruning, planting, weeding and spraying * Ability to communicate tactfully, politely and clearly with members of the public and staff * To be physically fit and able to lift all equipment   Experience   * Considerable experience in the use of commercial strimmers, blowers * Considerable experience of driving diggers, dumpers and ride on mowers * Considerable experience of grounds maintenance work * Experience of grave digging * Experience of working in a public environment delivering good customer service | | E  E  E  E  E  E  E  E  E  D  D |

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| Initiative and Independence |
| Working from instructions from Supervisor. Can make minor decisions, but would refer to supervisor otherwise. |

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| Relationships/Nature of contacts |
| **Internal**  Work with team members, supervisors and managers.  **External**  Sympathetic treatment of the bereaved. |

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| Responsibility for Resources (Financial, Physical, Capital, Information) |
| **Financial Resources**  None  **Physical Resources**  Use of equipment, diggers, dumpers and ride on mowers, strimmers, gardening tools  Care of plant and machinery including regular maintenance checks  **Capital Resources**  None  **Information Resources**  Burial and cremation paperwork and disposal of cremated remains. |

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| Responsibility for People (including supervision/training of staff or clients) |
| No supervisory responsibilities. |

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| Mental and Emotional Demands |
| **Mental Demands**  Working on a variety of tasks during the day. Sensory attention needed.  **Emotional Demands**  The post holder will be exposed to upset/distressed visitors to the cemetery. |

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| Planning Requirements |
| None. |

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| Key Facts and Figures |
| Over 200 burials and over 200 cremated remains each year. |

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| Working Conditions (This information is used to carry out any pre-employment medical questionnaires and to evaluate the Job Evaluation Working Conditions factor) | | | | | | | | | |
| Manager Assessment of Working Conditions (percentage of time involved) | | | | | | | | | |
| Manual Handling – Heavy Loads (over 25KG) | | 5% | Manual Handling – Light to Moderate (under 25KG) | | | 50% | Vibrating plant/ tools/ equipment | | 20% |
| Noise | | 20% | Repetitive work activity/ operations | | | 20% | Prolonged standing/ walking | | 20% |
| Prolonged sitting in a constrained position | | 20% | Confined spaces | | | 5% | Extremes of temperature (e.g. very hot / cold) | | 10% |
| Adverse weather conditions (e.g. frost, rain, etc.) | | 25% | Working at Height | | | 5% | Driving HGV/ LGV/ PCV/ Minibus | | 0% |
| Fumes, dusts, gases, etc. | | 0% | Solvents, oils, paints, de-greasers, etc. | | | 5% | Pesticides, herbicides, insecticides | | 5% |
| Detergent or other cleaning chemicals | | 5% | Biological hazards (e.g. vomit, urine, blood, sharps) | | | 1% | Display screen equipment | | 0% |
| The job involves working with (percentage of time involved) | | | | | | | | | |
| Plant and/or machinery | | 40% | Vehicles (including driving) | | | 20% | Electricity | | 0% |
| Welding | | 0% | Food Handling | | | 0% | Animals | | 0% |
| Working alone | | 10% | Working with vulnerable people | | | 0% | Working with people with additional needs | | 0% |
| Working with members of the public | | 5% | Other (please state): | | | 15% Grounds Maintenance | | | |
| Frequency of Risks that may apply whilst working in a people related environment | | | | | | | | | |
| Risk of Abuse | None | | | Risk of Aggression | None | | Risk of Injury | Low | |

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| Vision and Values |
| Blackpool Council's new Council Plan outlines what our vision and priorities will be during from 2019 to 2024.  Blackpool might be the biggest and the brightest but it isn’t without its challenges. We have major social and health issues to deal with, whilst needing to develop and innovate so our town meets the changing desires of modern day audiences.  We need to take advantage of other opportunities - in fields like energy generation - with the same vigour our predecessors had, when building iconic attractions such as the Winter Gardens, the Tower and Tower Buildings, the Pleasure Beach and of course the true one-off that is the Blackpool Illuminations.  This Council Plan is our response to this picture. It’s our way of telling the story of our town and bringing the strands of our economy and society together so that everyone – residents, organisations and visitors – knows what we’re doing, who we’re doing it with and why we’re doing it. **Our vision for Blackpool is that we will:**Retain our position as the UK's number one family resort, with a thriving economy that supports a happy and healthy community who are proud of this unique town.**Our Priorities** We have two priorities:   * [Priority one - The economy](https://www.blackpool.gov.uk/Your-Council/Creating-a-better-Blackpool/Blackpool-Council-plan/Priority-one-The-economy.aspx): Maximising growth and opportunity across Blackpool * [Priority two - Communities](https://www.blackpool.gov.uk/Your-Council/Creating-a-better-Blackpool/Blackpool-Council-plan/Priority-two-Communities.aspx): Creating stronger communities and increasing resilience   Our Values  We aim to:   * Deliver **quality** * Be **fair** * Be **accountable** * Be **compassionate** * Be **trustworthy** |

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| Equal Opportunities:  We do our utmost to ensure that here is no unjustified discrimination in the recruitment, retention, training and development of staff on the basis of their age, sexuality, religion or belief, race, gender or disabilities. |