

Job Description

Post Title	:	Cemetery and Grounds Maintenance Operative
Salary	:	Salary £24,404 to £25,584 per annum
Term	:	Permanent – 37 hours per week under an annualised hours scheme
Responsible to	:	Operations Manager

Main Purpose of the Job

Subject to the overall direction of the Operations Manager or Officer designated by the Town Clerk to:

1. Assist the Operations Manager in the efficient running of the Town Council's operational function.
2. To assist in the provision of an efficient burial service to the public through preparation and backfilling of graves, attendance at funerals as required, cemetery record checks and the maintenance of the Town Council's cemetery.
3. Assist with the maintenance of the Council's assets in a professional and competent manner, ensuring that the highest standards of customer care are maintained and that the standards and targets agreed by the Council are achieved in all respects.
4. To provide an approachable, customer friendly and helpful uniformed presence at designated Town Council sites, assisting and providing information to members of the public, elected members and other individuals as required.

Detailed Duties and Responsibilities

As a Cemetery and Grounds Maintenance Operative, you will be required to support the Operations Manager in the running of Great Malvern Cemetery and to assist with all aspects of general grounds maintenance as reasonably required to ensure that the highest standards of performance and customer service are achieved. You will be required to assist with early morning watering duties and Town Council events on some weekends throughout the year.

Training will be provided where necessary through the Town Council, approved training courses and on-site tuition.

Outline of Duties

Cemetery

Cemetery Bookings – To work with the Operations Manager and administration team to ensure the smooth running of all funerals and interments. To locate and identify burial plots and measure and mark out grave spaces from information/maps as required. To maintain contact with the Operations Manager on all issues.

Gravedigging - To prepare, dig and backfill graves, both manually and with an excavator, including the use of necessary shoring, shuttering and plant in accordance

with agreed procedures to statutory and Health & Safety requirements and agreed standards.

Attendance at Burials / Interments - As and when required. meet funeral directors / family within the cemetery, checking that the appropriate paperwork is in place, providing an escort to the designated burial plot and acting in a dignified and respectful manner, wearing the appropriate uniform.

Cemetery Records – To assist the Operations Manager in the upkeep of the cemetery records and to assist with grave searches as required from time to time.

Operation of Machinery - To operate all machinery, tools and equipment in a safe and appropriate manner, and in accordance with the manufacturers recommendations and with due regard to Health & Safety and Safe Systems of work.

Memorial Works - To monitor works undertaken by external contractors, e.g. Stone Masons to ensure they are carried out in accordance with industry standards.

Memorial Testing - To undertake programmed memorial testing for Health and Safety purposes within the cemetery as required.

Cemetery Enquiries - Deal with enquiries from members of the public, Funeral Directors and Stone Masons as required.

General Grounds Maintenance

Ongoing Inspection and Maintenance of Town Council sites – To inspect, clean, clear and maintain Town Council land and assets as required and to ensure that all incidents and matters requiring attention are notified to the Council's Operations Manager as soon as practicably possible.

The maintenance and creation of grassed areas – grass cutting (pedestrian, ride on and tractor mounted mowers), strimming, spiking, scarifying, edging, application of approved herbicide/insecticide/fertiliser etc., removal of litter and other debris, turfing, seeding etc.

The maintenance and creation of shrub beds and hedges – planting, pruning, cultivation of soil, weeding, application of approved herbicide/insecticide/fertiliser etc., removal of litter and other debris.

The maintenance and creation of herbaceous borders – planting, training, cultivation of soil, weeding, application of approved herbicide/insecticide/fertiliser, removal of litter and other debris etc.

Sports Pitches – pitch marking (a variety of sports pitches), grass cutting, end of season repairs, erection and removal of goal posts, the painting of goal posts, spiking, scarifying, application of approved herbicides/pesticides/fertilisers etc.

The maintenance and creation of formal flowerbeds – planting, watering, cultivation of soil, weeding, application of approved herbicide/insecticide/fertiliser, removal of litter and debris etc.

The erection and maintenance of hanging baskets and flower troughs – to include the planting, maintenance and watering of floral displays, hanging baskets and troughs as directed by the Operations Manager or Operations Supervisor.

Hard Surface Maintenance – sweeping of hard surfaces removing all debris, the treatment of weeds with approved herbicides, the removal of snow and salting of icy paths and roads etc.

Watercourses and Culverts – the cleaning out and excavation of specified watercourses and culverts.

Footpath Maintenance – the maintenance of designated public footpaths as required, including the removal of debris, cutting back of vegetation etc.

Litter Collection – to inspect, empty and clean any litterbin as required as well as to clear Town Council maintained properties and other public areas of litter.

Furniture and Signage – to inspect, clean, repair, install or remove park/cemetery furniture/signage as required.

Assisting with Town Council Events – to assist with any Town Council event as directed by the Operations Manager or Town Clerk including working with other partnership organisations such as schools etc.

Building Maintenance and Cleaning – the maintenance and cleaning of Town Council buildings, public toilets and changing rooms.

Play Areas – the inspection of play areas for safety and cleanliness.

Maintenance and Inspection of Machinery – to ensure that all Town Council machines are maintained to a high standard and to raise problems promptly with the Operations Manager.

Security – locking and unlocking of Town Council buildings and facilities as required with the responsibility of safeguarding keys, securing property and ensuring alarms are set where appropriate.

Inspections of Council Assets – to check on vandalism, graffiti, usage and condition of Town Council assets, giving due regard to Health and Safety and to promptly report any incidents/problems to the Operations Manager.

Keeping of Records – to keep written records including inspection reports, timesheets etc. as required by the Operations Manager.

Complaints – to immediately report any complaint made orally or in writing to the Operations Manager or Operations Supervisor and to respond, as directed, to all, including any complaint or enquiry made by a member of the public or elected member.

Health and Safety – to comply with the Town Council's Health and Safety Policy and all other current and future Health and Safety legislation, including duty of care.

Special Conditions

1. Working hours for this position will be Monday to Friday, 37 hours per week between 7:30am and 4:30pm and averaged throughout the year under an annualised hours scheme.
2. Due to the nature of the duties of the post, maximum flexibility is required. Where possible, these duties will be agreed in advance. If the total number of hours worked exceeds those set out in your contract, overtime will be paid with the prior agreement of the Operations Manager.
3. A Council vehicle and equipment will be made available to enable all duties listed can be carried out. All vehicles and equipment must be maintained to a high standard, as specified by the Operations Manager who will carry out regular vehicle and equipment checks.
4. Protective clothing and uniforms will be provided and must be worn when on duty. The provision of these items will be in accordance with the agreed Council Policy for protective clothing.
5. Malvern Town Council's operational base is at Great Malvern Cemetery and this is where you will be required to report to work each day. Under the supervision of the Operations Manager and Operations Supervisor you will then be assigned duties as required.

6. There will be the option of on-call duties for which an allowance is paid. Those operatives on call will be provided with the out-of-hours mobile telephone and will need to be within 10 miles of Malvern in the event of a call out occurring.

Person Specification

The successful applicant should be able to demonstrate the following qualifications, skills, and experience necessary to meet the requirements of the role.

Essential

- Full UK driver's licence.
- Ability to work as part of a small team and to perform designated tasks safely, accurately and efficiently.
- Experience of using a wide range of grounds maintenance tools, equipment and vehicles.
- Ability to demonstrate pride in your work and in keeping Town Council assets to a high standard.
- Previous experience in a similar grounds maintenance role.
- Ability to communicate effectively with other staff, Councillors, general public and external agencies
- Willingness and availability to undertake early morning duties and occasional weekend work.

Desirable

- A 'practical nature' with the ability to be able to undertake a range of maintenance related tasks.