

Job Description and Person Specification

Job Title: Estate Maintenance & Gravedigging Operative



Job Description

Job Title	Estate Maintenance and Gravedigging Operative
Grade	3
Service	Coventry Bereavement Services
Reports to	Estates Supervisor
Location	Any of 6 cemeteries administered by Service
Job Evaluation Code	C6011D



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role

In accordance with the provisions of the Local Authorities Cemeteries Order 1977 and under the direction of the Senior Burial and Estate Supervisor, to carry out the full range of duties associated with the maintenance of cemeteries. The excavation / preparation of graves utilising an excavator and/or hand tools, performing all duties with due care and consideration for the bereaved.

Main Duties & Key Accountabilities

Core Knowledge

Participate in the development and implementation of Equal Opportunity Action Plans, thus ensuring the development of multi-cultural practices.

1. Liaise with the Senior Burial and Estate Supervisor / Burial and Estate Supervisor when instructed for location, measuring and marking out the size of the grave taking adequate precautions to minimise the impact of opening the grave on the surrounding area.
2. Assist the mechanical digger operative in the preparation of new graves, taking adequate safety precautions and ensuring no damage to surrounding memorials.
3. Operate a 360 2.7 tonne tracked excavator and/or using hand tools to safely excavate and backfill graves adhering to the Safe Systems of Work and risk Assessments.
4. With regards to the safety of the staff, public and visitors to shore all graves, cover deep excavations when unattended and dress the grave ready to receive the coffin and funeral cortege.
5. Carry out the full range of soft and hard landscaping works associated with the maintenance and development of the cemetery grounds and Gardens of Remembrance including levelling and turfing of graves following an interment.
6. Maintain the grassed area of the cemetery grounds and Gardens of Remembrance using mechanised grass cutting equipment inc. strimmers, mowers (ped and ride on) blowers and hedge cutters.
7. Carry out the routine maintenance of all tools and equipment used in the maintenance of the grounds and the preparation of graves.
8. Carry out driving duties between and within the cemeteries using a 2.5 tonne flat back truck and towing a trailer, maintaining a daily log of vehicle use and undertaking routine maintenance of the vehicle.

9. Carry out the duties in a polite and respectful manner at all times, assisting visitors to the cemeteries with advice and/or guidance as appropriate to the circumstances.
10. Carry out all the duties of the post having due regard for ones own safety and that of colleagues and visitors to the cemeteries.
11. In accordance with Home Office instructions, carry out the exhumation of human remains.
12. Drive on site a 1 tonne dumper or the site utility vehicle to move and collect equipment and / or spoil etc.
13. Carry out weed spraying activities on site after obtaining PA1 & 6 certification
14. Carry out adhoc Memorial Safety inspections as and when required to complete grave digging duties etc.
15. Any other duties and responsibilities within the range of the salary grade.

Key relationships

External Bereaved families and members of the public Funeral Directors Stonemasons Mechanics Ministers	Internal Other officers in different Bereavement Services department Directors, Councillors and Senior Level Management Other CCC officers and support workers
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Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder: N/A
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Person specification

Job Evaluation Code	C6011D
Knowledge	
<ul style="list-style-type: none"> • Types and use of mechanical grass cutting equipment. 	
<ul style="list-style-type: none"> • Routine maintenance of grass cutting equipment. 	
<ul style="list-style-type: none"> • Seasonal grounds maintenance requirements. 	
<ul style="list-style-type: none"> • Types of plants and trees, etc. 	
<ul style="list-style-type: none"> • Types and uses of gardening hand tools. 	
<ul style="list-style-type: none"> • Routine vehicle maintenance requirements. 	
<ul style="list-style-type: none"> • Grave layout and number systems. 	
Skills and Abilities	
<ul style="list-style-type: none"> • Able to communicate with the public and other employees. 	
<ul style="list-style-type: none"> • Able to operate / train towards the operation of a tracked excavator up to the weight 3 tonne. 	
<ul style="list-style-type: none"> • Able to undertake strenuous physical tasks and work outdoors in all weather conditions. 	
<ul style="list-style-type: none"> • Able to lift and manoeuvre heavy equipment. 	
<ul style="list-style-type: none"> • Basic IT skills 	
<ul style="list-style-type: none"> • Able to understand written and verbal instructions. 	
<ul style="list-style-type: none"> • Able to drive 	
<ul style="list-style-type: none"> • Numeracy skills (mathematical calculations) 	
<ul style="list-style-type: none"> • Able to work to deadlines within guidelines set by the management. 	
<ul style="list-style-type: none"> • Able to deal sympathetically and courteously with visitors to the cemetery. 	
<ul style="list-style-type: none"> • Able to apply the City Council's Equal opportunities Policy. 	
<ul style="list-style-type: none"> • Able to appreciate the needs of the bereaved. 	
<ul style="list-style-type: none"> • Able to work as part of a team. 	
<ul style="list-style-type: none"> • Able to travel to various sites throughout the city using a council vehicle. 	
Experience	
<ul style="list-style-type: none"> • Excavating trenches using appropriate shoring equipment. 	
<ul style="list-style-type: none"> • Working as part of a team. 	
<ul style="list-style-type: none"> • Erecting shelters 	

<ul style="list-style-type: none"> • Use of pumps • Use of appropriate hand tools • Use of mechanical machinery, i.e. mowers, strimmers • Working to deadlines • Grounds Maintenance
<p>Education</p> <ul style="list-style-type: none"> • ICCM Cots • Tool box talk sessions • Manual handling Course (s) • Spraying PA1 & 6 • Health & Safety • Fire Awareness Course • Shoring training • Basic Computer Skills • Council Defensive Driving Course (to drive Council vehicles – Truck with trailer) • 360 JCB excavator operation (possess or work towards) • Able to use a dumper (possess or work towards)
<p>Special Requirements</p> <ul style="list-style-type: none"> • Possession of current driving licence • Prepared to study for the courses in the Education section. • Any future training which is commensurate with the post.

Date Created	January 2020	Date Reviewed	October 2023
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