

Job Description and Person Specification

Estates Maintenance ? Grave Digging Operative

Job Details	
Grade	3
Service	Coventry Bereavement Services
Location	Estates Operational Dept. Jackson Road, CV6 4BT
Job Evaluation Code	C6011D

Coventry City Council Values
<p>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:</p> <p>Open and fair: We are open, fair and transparent.</p> <p>Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.</p> <p>Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.</p> <p>Create and innovate: We embrace new ways of working to continuously improve the services we offer.</p> <p>Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.</p> <p>Value and respect: We put diversity and inclusion at the heart of all we do.</p>

Job Purpose

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

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.

Assist the mechanical digger operative in the preparation of new graves, taking adequate safety precautions and ensuring no damage to surrounding memorials.

Operate a 360 2.7 tonne tracked excavator, drive a 1 tonne dumper and/or using hand tools to safely excavate and backfill graves adhering to the Safe Systems of Work and risk Assessments.

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.

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.

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.

Carry out the routine maintenance of all tools and equipment used in the maintenance of the grounds and the preparation of graves.

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.

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.

In accordance with Home Office instructions, carry out the exhumation of human remains.

Carry out weed spraying activities on site after obtaining PA1 & 6 certification

Carry out adhoc Memorial Safety inspections as and when required to complete grave digging duties etc.

Any other duties and responsibilities within the range of the salary grade.

Key Relationships

External	Bereaved families and members of the public. Ministers, funeral directors, and stonemasons Delivery staff and contractors Mechanics	Internal:	Other bereavement services officers, Councillors, Directors and Senior Management, Officers from other council departments
----------	--	-----------	--

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.

Training

The postholder must attend any training and undertake any development activities that are identified as mandatory/beneficial to their role.

Responsible for

N/A

Person Specification

Requirements

Knowledge	<ul style="list-style-type: none"> • Types and use of mechanical grass cutting equipment • Routine maintenance of grass cutting equipment • Seasonal grounds maintenance requirements • Types of plants and trees etc. • Types of gardening tools and their use • Basic vehicle maintenance
Skills And Ability	<ul style="list-style-type: none"> • Ability to communicate verbally and in writing and understand written and verbal instructions • Operate / train towards the operation of various excavators, drive a 1 tonne dumper and tow a trailer • Work outdoors in all weather conditions • Perform various activities which are strenuous and require utilising manual handling skills to push, pull and carry heavy equipment etc. • Must be able to drive • Work to set deadlines • Work on own initiative or part of a team • To travel to various sites within the day to perform the duties required using a council vehicle
Experience	<ul style="list-style-type: none"> • Excavating trenches / footings using shoring equipment • Working as part of a team • General Grounds maintenance processes • Using general gardening equipment and hand tools • Working to deadlines
Qualification	<p>In Service Training studying to be completed :</p> <ul style="list-style-type: none"> • Dumper operation and use • Excavator (360 tracked) operation and use • Cemetery Grave digging course (COTS or equivalent) • PA1 & 6 • Council Defensive Driving Assessments
Special Requirements	<ul style="list-style-type: none"> • Possession of current driving licence • Prepared to complete training and educational sessions • Complete any training deemed essential for the post.

Declaration

Reviewed/Created By:	Mandy Thomas		
Job Title:	Bereavement Services Manager	Date:	May 2025