



Coventry City Council

## Job Description

**Job Title: Estate Maintenance/Grave Digging Operative**

**Job Number: C6011D**

**Directorate: Place**

**Post Number:**

**Service: Bereavement Services**

**Grade: 3**

**Location: Bereavement Services Cemeteries or any site in the City**

### 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 and Responsibilities:

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. Utilising both an 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.
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, 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. Any other duties and responsibilities within the range of the salary grade.

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The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

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

**Responsible for:** None

**Responsible to:** Senior Burial and Estate Supervisor

**Date Reviewed:** 19<sup>th</sup> January 2026

**Updated:** 19<sup>th</sup> January 2026



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## Person Specification

<b>Job Title: Estate Maintenance/Grave Digging Operative</b>	<b>Job Number: C6011D</b>
<b>Directorate: Place</b>	<b>Post Number:</b>
<b>Service: Bereavement Services</b>	<b>Grade: 3</b>
<b>Location: Bereavement Services Cemeteries or any site in the City</b>	

Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>Types and use of mechanical grass cutting equipment.</li> </ul>
	<ul style="list-style-type: none"> <li>Routine maintenance of grass cutting equipment.</li> </ul>
	<ul style="list-style-type: none"> <li>Seasonal grounds maintenance requirements.</li> </ul>
	<ul style="list-style-type: none"> <li>Types of plants and trees, etc.</li> </ul>
	<ul style="list-style-type: none"> <li>Types and uses of gardening hand tools.</li> </ul>
	<ul style="list-style-type: none"> <li>Routine vehicle maintenance requirements.</li> </ul>
	<ul style="list-style-type: none"> <li>Grave layout and number systems.</li> </ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>Able to communicate with the public and other employees.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to operate / train towards the operation of a tracked excavator up to the weight 3 tonne.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to undertake strenuous physical tasks and work outdoors in all weather conditions.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to lift and manoeuvre heavy equipment.</li> </ul>
	<ul style="list-style-type: none"> <li>Basic IT skills</li> </ul>
	<ul style="list-style-type: none"> <li>Able to understand written and verbal instructions.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to drive</li> </ul>
	<ul style="list-style-type: none"> <li>Numeracy skills (mathematical calculations)</li> </ul>
	<ul style="list-style-type: none"> <li>Able to work to deadlines within guidelines set by the management.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to deal sympathetically and courteously with visitors to the cemetery.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to apply the City Council's Equal opportunities Policy.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to appreciate the needs of the bereaved.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to work as part of a team.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to travel to various sites throughout the city using a council vehicle.</li> </ul>



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<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Grounds maintenance</li> </ul>
	<ul style="list-style-type: none"> <li>• Working to deadlines</li> </ul>
	<ul style="list-style-type: none"> <li>• Excavating trenches using appropriate shoring equipment.</li> </ul>
	<ul style="list-style-type: none"> <li>• Working as part of a team.</li> </ul>
	<ul style="list-style-type: none"> <li>• Erecting shelters</li> </ul>
	<ul style="list-style-type: none"> <li>• Use of pumps</li> </ul>
	<ul style="list-style-type: none"> <li>• Use of appropriate hand tools</li> </ul>
	<ul style="list-style-type: none"> <li>• Use of mechanical machinery, i.e. mowers, strimmers</li> </ul>

<b>Educational:</b>	<ul style="list-style-type: none"> <li>• ICCM Cots</li> <li>• Tool box talk sessions</li> <li>• Manual handling Course (s)</li> </ul>
	<ul style="list-style-type: none"> <li>• Spraying PA1 &amp; 6</li> </ul>
	<ul style="list-style-type: none"> <li>• Health &amp; Safety</li> </ul>
	<ul style="list-style-type: none"> <li>• Fire Awareness Course</li> </ul>
	<ul style="list-style-type: none"> <li>• Shoring training</li> </ul>
	<ul style="list-style-type: none"> <li>• Basic Computer Skills</li> </ul>
	<ul style="list-style-type: none"> <li>• Council Defensive Driving Course (to drive Council vehicles)</li> </ul>

<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>• Possession of current driving licence</li> </ul>
	<ul style="list-style-type: none"> <li>• Prepared to study for the courses in the Educational section.</li> </ul>
	<ul style="list-style-type: none"> <li>• Any future training which is commensurate with the post.</li> </ul>

**Date Reviewed:** 19<sup>th</sup> January 2026

**Updated:** 19<sup>th</sup> January 2026