

## **BROXTOWE BOROUGH COUNCIL**

### **JOB DESCRIPTION**

<b>Directorate:</b>	Executive's Department
<b>Division:</b>	Environment
<b>Post No &amp; Job Title:</b>	T244 – Grave Digger/Gardener
<b>Grade:</b>	Grade 4
<b>Responsible to:</b>	T257 Grave Digger Team Leader
<b>Responsible for:</b>	No responsibility for employees.
<b>Main purpose of the job</b>	To work in cemeteries undertaking a range of duties associated with burial functions and the interment of cremated remains. To carry out general maintenance of the cemeteries and any other landscaped areas. You will work as part of a team or as an individual.

### **Main Duties and Responsibilities:**

1. Carry out duties as directed by the Grave Digger Team Leader or Grounds Maintenance Supervisor/Manager working at all times in a dignified and respectful manner. All work to be undertaken in accordance with the Councils 'Grave Digging Code of Practice'.
2. When required liaise with relevant officers from the Bereavement Services team at Bramcote Crematorium with regard to the maintenance of the Borough's Cemeteries.
3. Assist with the location of grave spaces in accordance with burial notices and cemetery plans.
4. Excavate graves to required sizes either by mechanically operating hand tools and plant or by hand, utilising shoring on all occasions.
5. When required drive allocated vehicles and plant in accordance with the requirements of the Highway Code.
6. Check vehicle and related plant items daily before leaving the depot this includes the following checks; oil, water, fuel, lights, tyres, brakes and other requirements including power mechanisms.
7. Report all vehicle defects to the Workshop Manager via the relevant sheet
8. Prepare graves and surrounds to agreed standards prior to interment.
9. Backfill graves, place floral tributes and leave graves in a neat and presentable manner. Top up sunken graves on a regular basis. Where required to complete burials outside standard working hours

10. Ensure that in the event that a grave has to be left open or unattended that it is covered with boards secured with steel pins.
11. Remove and dispose of spent floral tributes in accordance with the agreed timescales.
12. Carry out any exhumations as may be required.
13. Assist with the provision of information and directions to members of the public and be available to assist funeral directors if this is required.
14. Undertake cleaning duties within the cemetery chapels and toilets.
15. In addition to the above the post holder will be required to undertake general grounds maintenance work including all routine, horticultural and maintenance tasks. You will be required to use all standard horticultural equipment together with powered hand tools and light plant.
16. Assist with the planting of trees shrubs and seasonal bedding.
17. Assist with minor tree pruning works.
18. Assist with the maintenance of sports facilities and play areas.
19. Assist with the construction and repair of facilities at relevant sites.
20. Maintain all machinery used in connection with all aspects of the works in a clean condition. Set up machinery prior to use to ensure effective operation.
21. Carry out any other duties that are within the scope and grading of the post which could also be requested by the line manager or Head of Service.

## **CAR USER**

A car user status has not been attached to this post.

## **SPECIAL CONDITIONS**

Duties will include working outside normal office hours.

In addition to the above the post holder will also be responsible for ensuring that:

- All necessary paper work is carried out.
- All duties will be carried out in the working conditions normally inherent in the particular jobs.
- All duties must be carried out to comply with; The Health & Safety at Work Act, other Acts of Parliament and any nationally or locally agreed Codes of Practice, which are relevant.
- Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

## **RESTRICTIONS**

This is not a politically restricted post.

This post is subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

**NOTE**

The above job description sets out the main responsibilities of T244 Grave Digger/Gardener but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.