

JOB DESCRIPTION

Post Title:	Cemeteries Operative	Group/Department/Service:	Local Services, Highways & Neighbourhood Services	Office Use
Band:	4	Workplace:	Site Based (Countywide).	JE ref: 1422 HRMS ref:
Responsible to:	Senior Cemeteries Team Leader.	Date:	1 November 2010	Manager level:
Job Purpose: Contribute to the provision of an efficient and effective Cemeteries and Grounds Maintenance service.				
Resources	Staff	None		
	Finance	None		
	Physical	Shared responsibility for the careful use of expensive vehicles and allocated tools and equipment.		
	Clients	Duties have an indirect impact upon the health and safety of the community.		
Key Duties and responsibilities:				
Individually or as part of a team and under the general direction of senior colleagues:				
<ol style="list-style-type: none"> 1. Provide an efficient and effective gardening, grave-digging and grounds-maintenance service to pre-determined standards and in accordance with predetermined schedules. 2. Liaise with service users and members of the public in a courteous and respectful manner. 3. Input into Risk Assessments and Method Statements to ensure that work is performed in a safe and responsible manner. 4. Ensure the team completes work within the time, quality and specified service standards. 5. Ensure that machinery, equipment and tools that are used are operated in accordance with manufacturers guidelines and any faults are reported 6. Work collaboratively with team colleagues to ensure that work plans are achieved and quality standards are maintained. 7. Respond to and deal with simple problems referring more complex issues to immediate supervisor. 8. Staff will be expected to work across the frontline services including providing cover for Crematorium Staff within their allocated area team. 				
The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.				
Work Arrangements				
Physical requirements:	Ability to endure on going very high physical effort for regular heavy lifting, pulling, pushing, digging, carrying and working on a regular basis in confined spaces (up to 7 foot depth).			
Transport requirements:	Occasional need to attend training and development courses, meetings or other work sites within area.			
Working patterns:	Normal working week, Monday to Friday, with occasional evening, weekend and participation in emergency call out work.			
Working conditions:	Some exposure to disagreeable hazardous working conditions (bodily fluids), extensive exposure to working outdoors in all weather conditions every day.			

Northumberland County Council

PERSON SPECIFICATION

Post Title: Cemeteries Operative	Group/Department/Service: Local Services, Highways & Neighbourhood Services	Ref: 1422
Essential	Desirable	Assess by
Qualifications and Knowledge		
NVQ Level 2 in Gardening or equivalent for Cemeteries. NPTC PA 1&6 COSHH Regulations. Relevant knowledge of the range of tasks together with the operation of associated tools and equipment. An appreciation and interest in the need for the service.	An awareness of Health & Safety legislation and its application in the workplace First Aid at Work Certificate.	
Experience		
A trained Gravedigger and Gardener. Experience of carrying out vehicle checks. Experience of COSHH Safety Policies Experience in excavation work up to 7 foot in depth.	A trained Crematoria Operative.	
Skills and competencies		
Able to keep complex work records. Strength, dexterity and co-ordination to deal with plant and operate equipment. Specialist skills associated with the operation and maintenance of hydraulic equipment. Good communication skills to enable appropriate dealings with the public and clients on a regular basis.		
Physical, mental, emotional and environmental demands		
Able to cope with the regular high level of physical demand. Able to maintain general awareness for safe working conditions with some periods of concentration. Regular contact with service users and the public which results in limited emotional demands. Ability to work outdoors in all weather conditions.		
Motivation		
Reliable and keeps good time. Committed to the ethics of public service, quality and customer service. Appropriately follows instructions to achieve set tasks or objectives. Adapts to change by adopting a flexible and cooperative attitude. Supportive and adapts to team working. Demonstrates integrity and upholds values and principles.	A willingness to undertake job related training.	
Other		
A full driving licence - Category B.	Trailer licence class B+E on licence if test passed after January 1997	