



SWINDON
BOROUGH COUNCIL

Role Profile

Job Title: Grave Digger / Craft Gardener	Grade/ Level: L	Post Number: HC6030
Directorate: Bereavement Services	Job Family: Horticulture & Countryside Management	Date Prepared: July 2015

Role reports to (Job Title): **Bereavement Services Manager**

Job Purpose:

To maintain a high standard in all aspects of cemeteries & crematorium service provision in line with the current Swindon Borough Council policy.

Key Accountabilities:

1. To carry out all aspects of service provision in relation to the burial service on three sites within the Borough to include; hand & machine digging graves to precise measurements and tolerances, incorporating the safe use of hydraulic shoring systems & other burial safety equipment. Setting out plots & graves to allow safe access for all the funeral attendees. To work closely with others achieving team goals.
2. To maintain all burial equipment & materials to a high level including, water pumps, hydraulic pumps & shuttering, grave dressings, trestles, put logs etc along with all associated machinery & plant.
3. Very occasionally to take part in exhumations of coffin & ashes burials outside of normal working hours as directed (approx 1 to 2 times per annum).
4. Carry out all aftercare duties for the grave plots & floral tribute areas in line with current guidelines.
5. Undertake the testing of headstones ("topple testing") in line with safety legislation including any relevant training as required (updates).
6. To use best horticultural practice in the maintenance of specific areas of work as directed.
7. To use own initiative on day-to-day activities within the overall guidelines set out by the supervisor.
8. Ensure that Gates and Depot building are left safe and securely locked.
9. Working to exact deadlines and delivering a high quality standard in all areas of cemetery maintenance.
10. Work undertaken will be of a highly skilled nature and post holders would be expected to be proficient in the use of equipment, plant and machinery and have thorough knowledge of the plant material that is being tended and drive all associated vehicles.
11. Cleaning work in and around cemetery areas including the Chapel & Depot. This also includes the safe removal and disposal of dangerous and hazardous materials around the site (seepages etc).
12. The basic maintenance, cleaning and safe use of hand tools, hydraulic ride on mowers, many power tools including hedge trimmers, strimmers, garden vacuums, blowers, push mowers (petrol, diesel, electronic, rotary, cylinder, flymos, dumpers and mechanical diggers, vans & trailers). Mechanical knowledge of the tools used. Be able to guide other colleagues in the maintenance of the above.

13. To undertake gardening/general grounds maintenance to a high level within the cemeteries, duties could include planting of trees and shrubs and aftercare, seeding, pruning, watering, feeding, weeding, herbicide/fungicide application, hedge cutting, snow clearing, construction and renovation, working in such areas as flower beds, shrubberies, woodlands and whip areas, herbaceous borders etc.
14. Ensure that any identified personal training needs are discussed with immediate supervisor. Actively take part in the staff appraisal process with the line manager.
15. To maintain the highest level of customer care in line with service standards. Important aspects of this are dealing with the general public, the bereaved in a sympathetic nature, funeral directors, stonemasons etc.
16. To fully comply with SBC and the Industry Health and Safety Policy while delivering the service.
17. Basic form filling/administration skills in order to record work accurately, vehicle logs, waste disposal tickets, pesticide application records. Will also include the recording of burial information in the supervisors absence & dealing with general enquiries.
18. To have good knowledge of the regular maintenance grounds works and be able to work from

Supplementary Accountabilities:

In accordance with the provisions of Health & Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work. You must also co-operate with the Council to enable it to Comply with its statutory duties for health and safety.

You must work in accordance with training of instructions given, make proper use of any personal protective equipment provided and inform your manager of any hazardous situations or risks of which you are aware.

You must ensure you undertake responsibilities relating to your position as detailed within your Directorate Health and Safety Policy.

Job Scope: Number and type of jobs managed:

Job Scope: Nil

Budget: Nil

Assets:

Grave digging equipment & grounds maintenance equipment. Up to £70k p/a

Knowledge and Experience:**Minimum:**

- Experience in a cemeteries or a horticultural environment
- Experience in using all types of excavation/construction & grounds maintenance machinery
- Full clean driving licence
- Happy to carry out all duties in sections 1, 3 & 13

Preferred:

- Horticultural qualification – City & Guilds Amenity Horticulture, RHS or NVQ2 or equivalent
- Driving licence covering the use of trailers
- PA1 & PA6 Pesticides licence

Working Environment:

- Outside works
- Working in unpleasant conditions, extremes of temperature and inclement weather conditions
- Hazardous conditions will exist at times

Potential Risks:

- Potential exists for aggression and risk of injury

Decision Making:

- Make informed decisions on site regarding maintenance tasks within the guidance of the supervisor or manager
- Decisions on task allocation on individual jobs

Contacts and Relationships:

- Verbal contact with SBC employees
- Verbal contact with members of the public, the bereaved, funeral directors & stonemasons

Creativity and Innovation:

- To suggest and devise improvements for delivery
- Better use of labour, transport, material/s
- Challenge procedures

Job Specific Competencies:

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council's written procedures.

Employee Signature:**Print Name:****Date****Line Manager's Signature****Print Name:****Date:**

