



Role Profile

GROUNDS MAINTENANCE OPERATIVE (BEREAVEMENT)

Reference No.	A4988	Type	Generic
Service	Bereavement Services		
Job Family	Technical 3	Grade	FC3

Purpose

To carry out general maintenance duties within cemeteries, churchyards and crematoria grounds.

Working in all weather conditions to maintain designated areas within grounds and facilities, ensuring that all areas are kept in a satisfactory condition.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Thoroughly inspecting burial grounds and crematoria to determine servicing needs as per the required and scheduled standards.	Ability to work alone and unsupervised in an effective and efficient manner	✓	
Manually removing litter.	Experience of manual outdoor working in all weather conditions	✓	
Driving allocated vehicles as required.	Ability to drive and operate light plant, vehicles and machinery e.g., compact tractor, pick-up, van		✓
Routine servicing and other maintenance of public litter and waste bins, using appropriate plant and machinery.	Current valid driving license		✓
Collecting and disposing of waste as per Service procedures.	Ability to carry out work of a repetitive nature whilst maintaining quality of work	✓	
	Understanding of COSHH		✓

E = Essential Criteria D = Desirable Criteria

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Assist with the setting up/dismantling of grave equipment.	Team working skills	✓	
Carrying out general horticultural work by hand, including hand weeding, hoeing, sweeping, raking grass.			
Undertaking general ground maintenance e.g., grass cutting, hedge trimming, shrub pruning, clearing leaves and litter picking.	Experience in grounds maintenance works		✓
Using of a range of tools and equipment, including powered hand tools and light plant (including inspection, routine maintenance and cleaning).	Experience of using of a range of tools and equipment, including powered hand tools and light plant		✓
Carrying out other general labouring duties including manual snow clearing.			
General hard landscaping duties including installing foundations, assisting with memorial safety, fencing, laying slabs etc.			
Ensuring any defects in the public facilities are reported as soon as possible to the line manager.	Ability to report defects accurately	✓	
Complying with all Service Health & Safety rules, procedures and accurate completion of any relevant documentation.	Awareness and compliance with Health & Safety procedures and Risk Assessments	✓	
	Reading and writing skills	✓	
Assisting the Chargehand in carrying out all tasks required.	Clear verbal communication skills	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.