

JOB DESCRIPTION

<u>Department:</u>	Burials and Cremations Service	<u>Location:</u>	Boroughwide
<u>Team:</u>	Burials and Cremations Team	<u>Post No.</u>	
<u>Post:</u>	Cemeteries & Grounds Operational Supervisor	<u>JE No.</u>	
<u>Grade</u>	H		

Responsible to: Assistant Manager/Burials and Cremations Manager

Responsible for: Cemetery staff including Gravediggers/Maintenance Officers/Seasonal Staff

Job Purpose:

Cemetery and Grounds Supervisor within the Burials and Cremations team is responsible for the overall operation of Grave Digging/Burials and grounds maintenance team including seasonal staff at Thornton and Southport Crematoria as well as the 4 cemeteries within the Borough in accordance with strict burial codes of practice and LACO 1977 (Local Authority Cemetery Order Act)

Liaising with the service management leaders and managers to achieve the most efficient and effective use of the staffing a resources available across the varied portfolio of operations.

The post holder will be expected to take a hands-on approach and assist with the excavation and backfilling of graves manually or mechanically, making necessary preparations before and after burials as appropriate as well as all maintenance requirements/operations at both crematoria sites as well as the 4 cemeteries.

The post holder will be responsible for the delivery of both programmed and non-routine grounds maintenance of cemeteries and crematoria to agreed standards.

The post holder will be responsible for all machinery and equipment within the burial service. Ensuring a high standard of maintenance to fleet and machinery, and support the efficient use and upkeep of machinery, tools, equipment and information systems used to manage the service infrastructure.

To act as an ambassador for the Burials and Cremations Service and Sefton Council

Under the direction of the Assistant Burials and Crematoria Manager and service manager, oversee the burial process of deceased persons, in accordance with legislation, codes of practice and ethics.

To supervise the team of Grave Diggers/grounds operatives at Southport and Thornton crematoria.

Provide a caring, sensitive and quality service to members of the public attending the service.

To ensure all operational aspects of the service continue to operate and take responsibility for operational staff management across all sites.

Main Duties and Responsibilities:

The post holder will be required to:

Grave Digging/Burials/Grounds Maintenance

Assume operational responsibility for the Cemeteries and Grounds as required, and provide cover, including deputising for the Cemeteries and Crematorium Assistant Manager in their absence.

1. Report/rectify irregularities with grave spaces
2. Dig (or construct brick burial chambers) and backfill full and ashes graves, Sunday to Friday, in any weather, by mechanical or manual means, operating dumpers or diggers as necessary, and act as banks person when required at opening of graves and dress the grave appropriately for the funeral, replace flowers etc.
3. Assist with receiving and accompanying corteges, where necessary, to the appropriate site and assist if required at interments.
4. Assist with, or 'stand off' in close proximity to provide assistance with interments and burials services
5. To check statutory paperwork in line with legislation to allow burials to take place lawfully.
6. Lead in exhumation processes as required including the removal of the deceased from graves.
7. Memorial safety work: assist the appointed stone mason with the removal and/or resetting/replacing of memorials.
9. Undertake grounds maintenance of Cemeteries & Crematoria including sweeping, grass cutting, hedge trimming, planting, removal of litter / rubbish, chemical weed control, snow clearance and gritting, estate work, such as, fencing, painting, construction of headstone foundation rafts
11. Operate appropriate plant / vehicles relevant to cemetery and Grounds Maintenance operations, including mini digger, stander mower, ride on mower, blower, strimmer, hedge trimmer, utility vehicle
12. To maintain and control effective systems of work for managing all machinery, tools and equipment including ensuring that assets are serviced and repaired as required. (Support by Fitter)
13. Carry out daily checks of the cemeteries, including vehicles, plant and equipment and report / deal with any damage observed as appropriate.
14. Ensure that you and teams assigned to work in your work area take responsibility for the security of vehicles, machinery, equipment, tools and buildings. Including being a key holder for the sites within the service.
15. Responsibility to ensure you report to work wearing issued uniform and PPE at all times, appropriately dressed for the weather/working conditions.
16. Undergo periodic training as and when necessary to keep updated with modern developments relating to burials and ground maintenance to LANTRA standard. Responsibility to oversee on the job training for general support within your work area and ensure they are aware and perform to the specified quality standards.
17. Responsibility to ensure that you and team members assigned to undertake tasks in your work area adhere to safe working practices, risk assessments and Health & Safety procedures, having due regard to the safety of the public. Take responsibility for the upkeep of the Health & Safety Operating system(s).

18. Ensure that all enquiries and complaints are dealt with properly and quickly and deal with the public in a courteous manner.
19. Undertake any other relevant duties that may be required and are commensurate with the nature and grade of the post.

Key tasks and responsibilities – General/Special conditions
The post-holder will be expected to comply, observe and promote the equal opportunities of the council
This is a 36 + 3 hour a week post operated over 5 days, during lunch breaks staff have to maintain the operating capacity of the cemeteries and may include some weekend and out of hours work for faith funerals.
All staff are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.
The post-holder will be expected to undertake, and participate in training, coaching and development activities, as appropriate as well as staff reviews including PDRs and sickness monitoring.
Adhere to relevant working practices, methods and procedures including undertaking relevant training and development as required and respond positively to new and alternative ways of working.
Carry out any other reasonable duties and responsibilities commensurate with the grade and level of responsibility of the post.
Engage with digital models of service delivery and support the implementation of digital working methods.
Manage and / or use resources in ways that ensure value for money and support the Sefton 2030 agenda.
Demonstrate a commitment to the delivery of excellent service for all customers and service users.

Employee signature			
<i>This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual post will change and existing duties may be lost and others gained without changing the general character of the duties or the level of responsibility. As a result the Council expects that this job description and person specification will be subject to revision.</i>			
Employee signature:		Date:	

Special Conditions:

Availability to support call out support for routine cover for Saturday/Sunday burials, Working weekends, evenings and Bank Holidays may be a requirement of this role.

Working from site in difficult terrain.

Lone working.

General:

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it's grading. This may include duties assigned during periods of adverse weather and/or in response to an emergency.

All members of staff are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.

The Authority has an approved equality and diversity policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality and diversity policies of the Council.

Since confidential information may be involved with the duties of this post, the post holder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

Prepared By: Dave Clay

Designation: JD/PS Operational Supervisor

Date: 16/02/2024

PERSON SPECIFICATION

Post: Operational Supervisor (cems)

Post No.

Department: Burials and Cremation Team

Team: Burials and Cremations

Personal Attributes Required (considerations)	Essential (E) Or Desirable (D)	Method of Assessment (suggested)
<u>QUALIFICATIONS/TRAINING</u>		
Operating and maintenance of a variety of commercial grass cutting and grounds maintenance machinery;	(E)	AF/C
360 Mechanical excavator operations certification (cemetery environment).	(E)	AF/C
A Good understanding of Literacy and Numeracy	(E)	AF/C
ILM level 3 – First line management or Equivalent	(E)	AF/C
NVQ Level 3 or equivalent in a relevant subject (land based Grounds Maintenance, horticulture, Conservation management) or working towards	(D)	AF/C

<u>EXPERIENCE</u>		
Experience of land management and managing a team undertaking Grave digging and Cemeteries Maintenance, working with a range of specialist machinery, tools and equipment	(E)	AF/I/P
Experience of working within a Local Authority environment	(E)	AF/I
Understanding the principles of all legislation and codes of practice associated with the burial and cremation service	(E)	AF/I
Working with the Public	(E)	AF/I
Working in a sensitive environment with Supervisory Experience	(E)	AF/I
<u>SKILLS/KNOWLEDGE/APTITUDES</u>		
Practical maintenance skills and technical knowledge of Grave digging and Cemeteries Maintenance, working with a range of specialist machinery, tools and equipment	(E)	AF/I/T
Literacy and numeracy skills	(E)	AF/I
Knowledge and ability to prepare detailed schedules of work at short notice to ensure the efficient and accurate management of grave digging operation	(E)	AF/I
Knowledge of the procedures and systems of work for a range of operational tasks using associated machinery, tools and equipment	(E)	AF/I/T
Knowledge of the procedures and systems of work for a range of operational tasks to maintain depots, fleet and machinery to provide for the needs of the wider service	(E)	AF/I/T
Ability to communicate orally or in writing to inform the public, community volunteers, user groups, partners and other members of staff of any issues relating to site maintenance.	(E)	AF/I/P
Ability to use tact when dealing with potentially difficult subjects	(E)	AF/I
Ability to use judgement and creative skills where there is a need to interpret information or situations and solve varied problems or develop solutions or plans	(E)	AF/I
Exercise training or motivational skills in relation to the development of members of the team	(E)	AF/I
Excellent customer service skills	(E)	AF/I
Ability to use own initiative	(E)	AF/I
Effective verbal communication skills	(E)	AF/I
Demonstrate your ability to use Computer controlled machinery	(E)	AF/I

Understanding the principles of the legislation including EPA 1990 and Codes of Practice for Burials and Cremation.	(E)	AF/I
Knowledge and use of burial and cremation software packages	(D)	AF/I
Ability to demonstrate a sympathetic and patient attitude	(E)	AF/I
Knowledge of Health and Safety and working practices in a bereavement environment	(D)	AF/I
Ability to work from instructions and work programmes and direct a team making decisions involving the use of initiative. Reporting progress or problems to a supervisor or manager. Able to work without direct supervision	(E)	AF/I
<u>SPECIAL REQUIREMENTS</u>		
Potential for periods of considerable physical effort (for example, regular lifting or carrying, pushing or pulling items of moderate weight, rubbing or scrubbing, or working in awkward positions)	(E)	AF/I
Potential for periods of considerable exposure to disagreeable, unpleasant or hazardous environmental working conditions or people related behaviour.	(E)	AF/I
Driving Licence	(E)	AF/I
Trailer Licence	(E)	AF/I

Prepared by: Dave Clay

Date: 16/02/2024

AF = Application Form
C = Certificate
I = Interview
T = Test
P = Presentation