



Cumberland Council

Post Specification

Date	June 2023
Post Group Number	7988
Post Title	Gravedigger/Gardener
Job Family	Operations
Job Family Role Profile	OP4
Final Grade	6

To be read in conjunction with the job family role profile

Service Area description

To Support the council in delivering its Council Plan to improve the health and wellbeing of local people, through delivering safe, and efficient service of the highest quality. The Grounds Maintenance Team are responsible burial work within our cemeteries and for the horticultural maintenance, soft landscaping and site cleansing within the Parks, Civic Areas, Open spaces, Cemeteries, Sports Pitches and Urban Highway Grass Verges.

Purpose of this post

1. The Gravedigger/Gardener will work as part of a small team in the delivery of efficient, safe, and respectful burial services to the highest possible standards.
2. To conduct a wide variety of skilled horticultural, grounds maintenance and cemetery tasks.
3. To undertake all these duties in a safe, effective, and efficient manner.

Key job specific accountabilities

Main Activities:

1. To provide and efficient, safe, and respectful burial service by preparing, digging, and backfilling graves either manually or mechanically using shoring and plant equipment.
2. Conduct a range of horticultural tasks and grounds maintenance activities.
3. Ensuring that all excavations and associated activities are conducted to specified standards compliant with all health and safety legislation.
4. Following Safe Systems of Work for tasks, report all accidents, near misses or any other safety concern to supervisor/manager.
5. Operating mini excavators and dumper trucks for excavation work and backfilling.
6. Following written instructions relating to grave locations and grave sizes.
7. Apply pesticides as required, strictly in accordance with approved procedures.
8. Maintain tools, equipment, and machinery in a clean and safe condition and to report all faults to your supervisor.

9. Maintain vehicles in a tidy condition, conduct daily vehicle checks and report all defects.
10. Complete all paperwork, as necessary.
11. To perform all duties and responsibilities safely and in accordance with written arrangements for health and safety and safe systems of work identified by risk assessments.
12. To undertake any training associated with your job.
13. To apply the principles of customer care by taking responsibility, ensuring reliability and having respect for all those for whom the service is being provided including colleagues and elected members.
14. Advise and support training of less experienced staff and apprentices when necessary.
15. Promote Best Value, excellence in customer service, a focus on continuous improvement and the promotion of these in the delivery of services and employment within the context of equality of opportunity and cultural diversity.
16. Implement and monitor a positive performance culture, complying with policies and procedures that enable delivery of agreed targets and service standards.
17. Establish and maintain effective two-way communication with staff, colleagues, Members and customers, seeking out and responding to opinions in order to further enhance the quality of service delivery.
18. If required, assist as directed, in responding to the City Council's Emergency Plan. Please note this could require working outside of routine working hours and could entail working from places other than your normal place of work. We will take account of your personal circumstances at the time.
19. Undertake such other duties that are required from time to time and are commensurate with this position.

Health and safety:

- To promote best practice in meeting the requirements of Health & Safety legislation and to comply with other relevant statutory legislation.
- To ensure that the Council's corporate and service specific health and safety policies are followed and training is undertaken in all relevant health and safety procedures
- To be responsible for identifying and managing all risks associated with the job role through effective application of risk assessments, internal controls, training, monitoring and review to ensure health and safety remains a top priority.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	<ul style="list-style-type: none"> • None
Staff Management Responsibilities	<ul style="list-style-type: none"> • None
Other	Asset Management - The Gardener will be responsible the vehicles, tools and equipment in their use.

Essential Criteria - Qualifications, knowledge, experience and expertise

- Driving licence.
- Working towards 10 NPTC (National Proficiency Test Council) standard machinery qualifications including Pedestrian Mowers, Strimmers, Ride-on Mowers, Pesticides.
- Working towards ICCM Cemetery Operatives Training (COTS) Course 1- Health & Safety and the Burial Process and Course 2a – Excavator Operation and 2b Dumper Operation

- Ability to carry out a range of horticultural tasks including – Grass mowing and fine turf maintenance, planting and maintenance of seasonal bedding plants, shrubs and trees.
- Effective team workers
- Supervise and motivate lower graded operatives to achieve the same
- Ability to work with minimum supervision and meet deadlines
- Use and perform day to day maintenance equipment
- Effective record-keeping
- Proactive and organised
- Able to understand and carry out efficiently verbal and written instructions
- Commitment to highest levels of service delivery
- Able to achieve a high level of productivity/quality with an enthusiastic approach to horticulture
- Able to carry out physically demanding work
- Able to work in the Cemetery environment with dignity and sensitivity
- Enthusiastic and self-motivated
- Able to project an admirable image of the Council to the public and clients
- At all times to be helpful and courteous
- Flexible and pragmatic approach to work
- Professional but friendly outlook and attitude
- Self-motivated and enthusiastic and an ability to operate with own initiative
- Ability to work as part of and contribute to the value of a team approach
- Committed to the delivery of customer focused services and continuous service improvement.
- Good customer relation skills
- Ability to deal with diverse range of people including angry and irate people whilst remaining calm and courteous at all times

Disclosure and Barring Service – DBS Checks

- This post a DBS check.
- The level of check required is:
 - DBS Basic

Job working circumstances

Emotional Demands	Working in sensitive areas - Cemeteries and crematorium grounds.
Physical Demands	Manual work - lifting, digging, pulling, carrying.
Working Conditions	Wet, cold, hot weather conditions. Unpleasant smells, dust, working at height, deep excavation working, dealing with sharps, dealing with aggression.

Other Factors

-
-