

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation: Cemeteries Technician Grade: SC4

Reports to Senior Cemeteries Technician Grade: SC 6
(Designation):

Directorate: Customer Services Section:

Main Purpose of the job:

To undertake a wide variety of gardening and or grave-digging duties as part of a team involved in the preparation of graves for burial or exhumation and the maintenance of the crematorium and cemeteries grounds

Summary of Responsibilities and Personal Duties:

1. To undertake as part of a team, all duties related to burial or exhumation including:
 - Assist with excavation of a grave ensuring that the grave is dug in the correct position, verifying grave and plot numbers;
 - Install and remove grave shoring equipment;
 - Ensuring timbers, webs and matting are in place;
 - Back-filling graves, reinstating the area and placing floral tributes on the grave.
 - Ensuring floral tributes are removed after 10 days and that graves are topped-up and level;
 - Ensure shoring, grass matting and boards are removed from the plot following a funeral and the area left tidy.
 - Assist the cemeteries supervisor with the testing of memorials;
 - Remove and/or replace memorials as required.
2. To undertake horticultural and labouring duties within the cemeteries and crematorium including:
 - Maintenance of rose beds, flower beds and shrub areas;
 - Grass cutting, edge trimming, turfing, strimming, sweeping and raking;
 - Hedge cutting;
 - Application of herbicides, insecticides and fertilizers;
 - General maintenance and upkeep of the grounds.
3. Drive vehicles such as tractors and ride on mowers;
4. Carry out daily, weekly and other routine maintenance to equipment and tools, including topping up fluids when required to ensure smooth running and use.
5. Undertake all duties with due regard to the Health and Safety of yourself, colleagues, members of the public and other visitors.
6. Undertake all duties with due regard to the cemeteries and crematorium environment.
7. Deal sensitively and sympathetically with members of the public, funeral directors and ministers of religion.

8. Undertake the locking and unlocking of the cemetery gates when required.
9. Carry out any other duties which are consistent with the grade.
10. Be available to work additional hours on weekdays and weekends if required and to work unsociable hours in an emergency.
11. Actively participate in the Annual Memorial Service and any open days, public events or official visits to the Cemeteries or Crematorium.
12. Observe the Council's Equal Opportunities Policy.

Undertake all of the above duties using own initiative and be responsible for:

13. Excavation of graves either with mechanical excavators or by hand ensuring the grave is dug in the correct position, verifying grave and plot numbers;
14. Driving/operating heavy plant and machinery, i.e. 360o and 180o excavators, dumpers and lorries;
15. For undertaking pre use inspections and daily maintenance of the heavy plant and machinery.
16. Planning, laying out, planting and pruning flower, rose and shrub beds

To carry out the duties of the post with due regard to the Council's Equal Opportunities Policy and core values.

All employees are required to participate in the Performance Evaluation Scheme (PES) and to undertake appropriate training and development identified to enhance their work.

All employees are required to comply with the Council's Health & Safety policies and procedures at all times, taking due care for themselves, colleagues and members of the public.

Assist in carrying out the Council's environmental policy within the day to day activities of the post.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder

**THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET
THE CHANGING NEEDS OF THE SERVICE.**

PERSON SPECIFICATION

JOB TITLE: Cemeteries Technician

POST NO: LEGDBS

DEPARTMENT: Customer Services

GRADE: SC4

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

Equal Opportunities

Commitment to implement the Council's Equal Opportunities policies.

Awareness of Equal Opportunities issues.

S1

Knowledge

Knowledge of Health and Safety issues in relation to grave-digging/memorials/gardening/use of tools and equipment **S2**

Basic knowledge of burial law and requirements.

Aptitude

For working on own initiative.

Dealing sensitively with the public, clergy and funeral directors.

Skills

For use of grave-digging/gardening and other tools and equipment used in the cemetery/crematorium grounds and undertaking daily checks and maintenance on same.

Communication

Experience

Experience of operating heavy plant and machinery and carrying out pre use checks and daily maintenance on same. **S3**

Experience of dealing with the public

S4

Of working as part of a team

Circumstances

Willingness to undertake further training as required.

May be required to work overtime during evenings and weekends, and occasionally through lunch or tea breaks.

Full Driving Licence desirable.

Physical

Generally candidates must meet the standard Lewisham requirements for the post

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