

Job Description

Department: Resources

Division/Section: Customer Services / Bereavement Services

Job Title: Cemeteries and Crematorium Technician

Post No: 008004/~~008005~~

Grade: Grade 5

Reports to Cemeteries Supervisor

Post No: 000228

Supervisory responsibility for: N/A

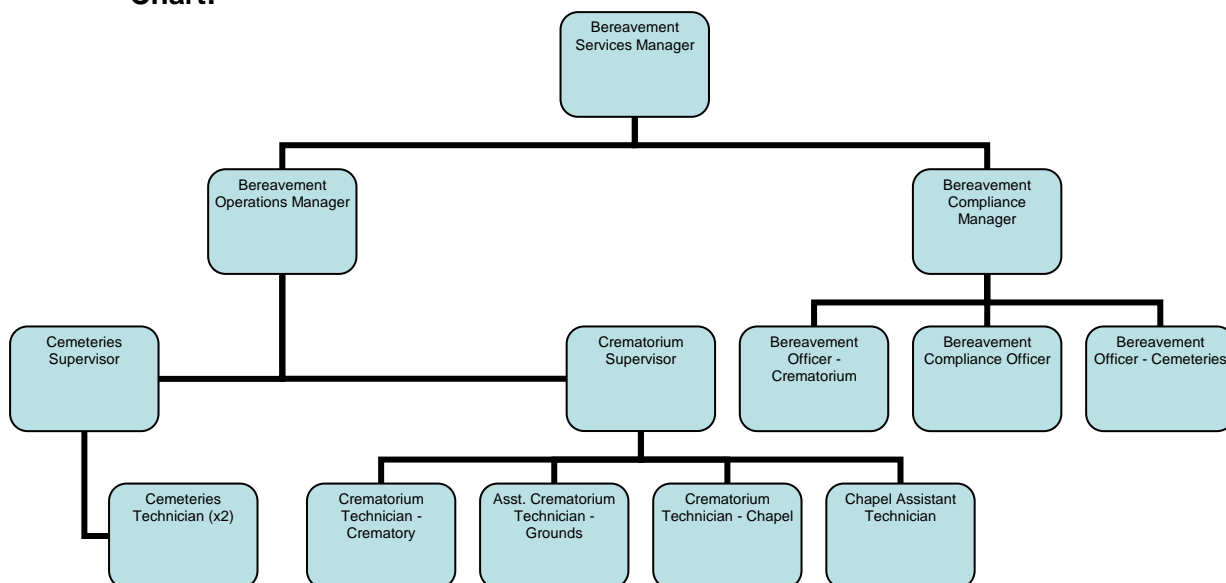
CRB Check applicable?

Standard Enhanced None

Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?

Yes No

Organisation Chart:



Job Purpose:

- To carry out memorial safety checks within all the Council's cemeteries and closed churchyards to an agreed procedure.
- To assist the Cemeteries Supervisor with the day-to-day functions of operating the cemeteries and maintaining the closed churchyards.
- To provide assistance with grounds maintenance and horticulture duties at the crematorium including the erection and maintenance of memorials.

Description prepared by: Danny Corr

Date: 5/7/2018

Description agreed by postholder:

Date:

Authorised by **Mark Sandhu**
Director:

Date:

Main Duties and Responsibilities - cemeteries

1. To carry out memorial safety checks within all the Council's cemeteries, and closed churchyards, to an agreed procedure including liaising with the grave leaseholders and, where necessary, making safe, or supervising the repair of, the memorials.
2. To lock and unlock, as required, the gates at all the Council's cemeteries.
3. To represent the authority at burials to ensure all statutory and Health and Safety issues are complied with.
4. In the absence of the Cemeteries Supervisor, to liaise, as required, with the Bereavement Compliance Team and contractors to provide burials at specific times and in accordance with statutory and Health and Safety legislation.
5. To meet, at any of the Council's cemeteries, members of the public to locate graves or to identify a burial plot for an imminent burial.
6. To meet memorial masons at any of the Council's cemeteries, to inspect any memorial prior to installation for correct construction and lettering and to supervise the installation of the memorial.
7. To assist the Cemeteries Supervisor, and liaise with City Services, to ensure that the burial service is provided, and the Cemetery grounds and closed churchyards are maintained, to a high standard.
8. To participate in a standby rota and attend out of hours operations including arranging and attending out of hours burial services, arranging access to premises and if required, to cover for annual or sick leave, arrange the opening and closing of premises on Sunday mornings.
9. To represent the burial service at special functions and services relating to the service or occurring at one of the cemeteries or closed churchyards.
10. To assist, during home visits, the Bereavement Compliance Manager with Public Health Funerals.
11. To assist in the marking out of graves and new burial sections.

Main Duties and Responsibilities – crematorium

12. To carry out horticulture duties in the crematorium grounds including grass cutting; sweeping; planting; hedge cutting; pruning and maintenance of roses, shrubs and trees; weeding; leaf clearing, watering of plants and litter picking.
13. As required to erect, clean and maintain memorials within the crematorium grounds

To comply with all Health and Safety at work requirements as laid down by the employer.
14. To carry out all responsibilities with regard to the Council's Equal Opportunities Policy and Procedures and Customer Care Policy.

Flexibility Clause: Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.

Variation Clause: This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible Peterborough City Council reserves the right to make changes to your job description following consultation.

Person Specification

JOB TITLE: Cemeteries and Crematorium Technician **POST NO:**

SCALE: Grade 5 **DEPARTMENT:** Resources

DIVISION: Customer Services **DIRECTOR:** Peter Carpenter

DATE: 7 July **COMPLETED BY:** Danny Corr

[At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (A) Application / (I) Interview, (P) Presentation, (W) Written Test. Add any other codes used here.]

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> Knowledge of Health and Safety in the work place and in particular manual handling (A/I). Knowledge of amenity horticulture procedures and practices (A/I) The ability to demonstrate an understanding of good customer care (A/I). 	<ul style="list-style-type: none"> Knowledge of cemetery, burial and funeral practices (A/I). Knowledge of cemetery memorial fixing/erection techniques (A/I).
SKILLS & ABILITIES	<ul style="list-style-type: none"> The ability to work as part of a team (A/I). Effective written and oral communication skills (A/I). Ability to maintain accurate records (A/I). Ability to lift, using correct manual handling techniques, memorials or sections of memorials and testing equipment (A/I). The ability to operate a range of amenity horticulture machinery (A/I) 	<ul style="list-style-type: none"> Computer and keyboard skills (A/I).
EXPERIENCE	<ul style="list-style-type: none"> Experience of dealing with the public (A/I). Experience of working out of doors in all weather conditions (A/I). Experience of working in an amenity horticulture environment (A/I) 	<ul style="list-style-type: none"> Experience of working in a cemetery environment (A/I). Experience of installing and repairing memorials (A/I).
QUALIFICATIONS	<ul style="list-style-type: none"> A willingness to attend and pass NAMM courses on memorial testing and re-fixing within 6 months of appointment (A/I). 	<ul style="list-style-type: none"> NVQ, or equivalent, in monumental masonry (A/I).

PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none">• Ability to work flexible hours (A/I).• Clean full driving licence and own car.	
EQUALITY	<ul style="list-style-type: none">• Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities (A/I).	
CUSTOMER CARE	<ul style="list-style-type: none">• Knowledge and understanding of effective customer care (A/I).	