



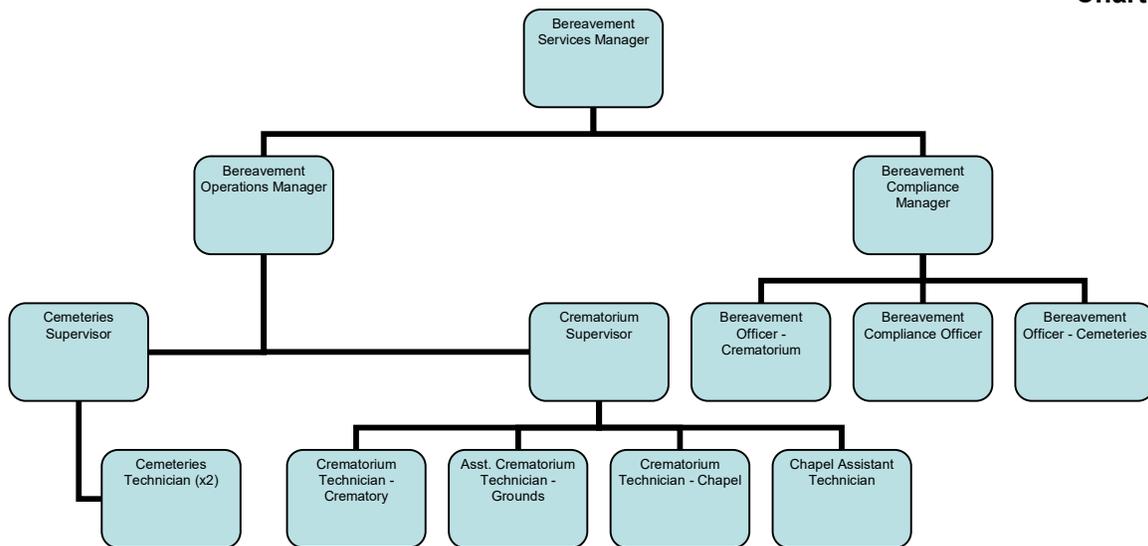
## Job Description

<b>Department:</b>	Resources
<b>Division/Section:</b>	Customer Services / Bereavement Services
<b>Job Title:</b>	Cemeteries and Crematorium Technician
<b>Post No:</b>	008004
<b>Grade:</b>	Grade 5
<b>Reports to</b>	Cemeteries Supervisor
<b>Post No:</b>	000228
<b>Supervisory responsibility for:</b>	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.

<b>Description prepared by:</b>	<b>Danny Corr</b>	<b>Date:</b>	<b>5/7/2018</b>
<b>Description agreed by postholder:</b>		<b>Date:</b>	
<b>Authorised by Director:</b>	<b>Mark Sandhu</b>	<b>Date:</b>	

<b><u>Main Duties and Responsibilities - cemeteries</u></b>	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.
<b><u>Main Duties and Responsibilities – crematorium</u></b>	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.
<b>Flexibility Clause:</b>	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.	
<b>Variation Clause:</b>	<p>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.</p> <p>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.</p>	