

JOB DESCRIPTION

Job Title	Cemetery Operative		
Directorate	Regs & Ops		
Reporting to	Bereavement		
Grade	14		
Evaluation ref:	TR0249	Job Family ref:	
Role Purpose			
The Cemetery Operative plays a vital role in maintaining the dignity and functionality of cemetery grounds by ensuring they are well-kept, safe, and respectful environments for visitors. Responsibilities include preparing gravesites, assisting with burials, maintaining landscaping and memorials, and supporting bereaved families with professionalism and compassion.			
Accountabilities			
Groundskeeping: Perform regular maintenance tasks such as grass cutting, edging, planting and weeding in accordance with a schedule provided by the Supervisor. Ensuring that the Council owned raised beds, planters, flower beds and bushes are tended and trimmed to prevent weeds and overgrowth in accordance with a schedule provided by the Supervisor. Maintaining all Council owned planters and pots, notably, at the cemetery in accordance with a schedule provided by the Supervisor. Walking the cemetery's external perimeter, pathways, driveways and memorial areas and other Council sites removing litter in accordance with a schedule provided by the Supervisor. Working in adverse weather conditions, such as snow and ice, to ensure the Council sites are safe. Conduct seasonal maintenance activities such as leaf removal, snow clearing, border maintenance and hedge cutting as necessary. Grave Preparation and Maintenance: Conduct excavation, backfilling and levelling of graves in accordance with established procedures and safety guidelines. Coordinate with funeral directors and families to ensure smooth and respectful burial ceremonies.			

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Equipment Maintenance:

Maintaining a full record of grounds equipment held, checking and updating the record on a regular basis and advising the Supervisor of any renewal necessary of such items.

Maintaining mechanical equipment and tools and, in consultation with the Supervisor making appropriate arrangements for the servicing of equipment.

Report any equipment malfunctions or safety concerns to the Supervisor and Parish Clerk promptly.

Assist with the upkeep of storage areas and workshops to ensure cleanliness and organisation.

Safety and Compliance:

Adhere to health and safety regulations and protocols while performing tasks to mitigate risks and prevent accidents.

Handle and store chemicals, fertilisers and other hazardous materials safely and in accordance with established guidelines.

Maintain awareness of Council and cemetery policies and regulations governing burial practices and operational and maintenance activities.

Compassionate Service:

Interact respectfully and empathetically with bereaved families and visitors to the cemetery.

Offer support and guidance to visitors and residents as needed and answer enquiries regarding open spaces and cemetery.

Always uphold the dignity and sanctity of the cemetery environment.

General:

Operate in line with Somerset Council policies.

The Cemetery Operative may be directed to undertake other tasks for general maintenance when weather conditions make the performance of normal duties impossible.

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Knowledge/Experience/Skills		
Knowledge	Essential	Desirable
Basic knowledge of horticulture, turf management and landscape maintenance techniques.		x
Strong organisational and time management skills / Attention to detail and capability of delivering high-quality workmanship.	x	
Basic knowledge of horticulture, turf management and landscape maintenance techniques.		x
Experience		
Experience of operating equipment such as pedestrian mowers, ride on mowers, strimmer's and hand tools.		x
Experience of operating a mini excavator and 1 tonne dumper or the ability to train.		x
The ability to perform manual labour tasks (including heavy lifting) outdoors in various weather conditions with or without a reasonable accommodation.	x	
Qualifications / Registrations / Certifications		
Skills		
Basic computer literacy/experience of Microsoft Office.	x	
Good communications skills and sensitivity to the needs of grieving families.	x	
Working Conditions		
All weathers		
Dimensions of the role		
Working Arrangements		
Somerset Council's Dynamic Working Strategy will be applied to this position.		
Corporate Accountabilities		
Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.		