


Profile Title:	Cemetery Operative 2	 BARNSLEY Metropolitan Borough Council			
Reports to:	Section Leader				
Employee Management:	None	Grade:	5	Profile Ref:	90692
Purpose of the Post					
<p>To work as part of a multidisciplinary team being responsible for grave digging as well as general maintenance within the crematorium, cemeteries and closed churchyards towards ensuring the delivery of high quality, continually improving service. To operate various plant and equipment, providing a range of cemetery related skills and expertise in a flexible and responsible manner in order to meet the service delivery targets.</p>					
Responsibilities					
<ul style="list-style-type: none"> • To assist in the safe, sustainable, efficient and effective operation and maintenance of the council owned crematorium, cemeteries and closed churchyards within the service. • To undertake all grave related operations including excavating and back filling of graves, exhumations (taking into account the recognised safety methods) , grounds maintenance and other cemetery related operations on a day to day basis. • Carry out minor repairs to memorials e.g. levelling, re-setting. Also to undertake re-instatement works to worn damaged areas of grass. • To operate a range of powered grounds maintenance machinery and plant including Mini Diggers, ride-on rotary mowers, pedestrian mowers, strimmers, hand-held hedge cutters, back pack blowers and similar items including hand tools. • To ensure that all machinery and equipment used is well maintained, fit for purpose and operated correctly and safely at all times. • To interpret plans and undertake minor landscaping works and repairs in cemetery grounds such as laying flags, installing benches etc. • Actively endeavour to ensure that work is carried out within prescribed timescales. • Maintain effective communication with the relevant officers with regard to information on burials to ensure delivery of an effective service. • Participate in a team working approach to the allocation of duties within the Services. • To provide cover for other areas of work within the service in response to changes in workload and to meet the demands of other operational requirements. • Work within recognised safe systems and in accordance with all aspects of current health and safety 					

legislation at all times.

- Ensure that services are provided to the highest quality standard with due recognition of customer requirements and an atmosphere of reverence and respect is maintained throughout the cemeteries.
- Undertake training as required to ensure that all aspects of the job are carried out in a safe and professional manner.
- Any other duties commensurate with the grade or lower grades, falling within the scope of the post, as requested by Management.

Education and Training	Measure	Rank
• City & Guilds level 2 in Cemetery operation or equivalent.	A/I	E
• Manual Handling training	A/I	E
• Full driving licence (B+ E)	A/I	E
Relevant Experience	Measure	Rank
• Relevant experience within a cemetery or crematorium grounds	A/I	E
• Experience of excavation techniques, operation of machinery and small plant	A/I	E
• Experience of safe practices in manual handling/working in confined spaces	A/I	E
General and Special Knowledge	Measure	Rank
• To implement the appropriate regulations on site to ensure safety of employees/members of the public	A/I	E
• Working knowledge of the bereavement services industry	A/I	E
Skills and Abilities	Measure	Rank
• To have the analytical skills to regularly solve varied problems	A/I	E
• Good verbal communication skills when dealing with members of the public, officers and elected members	A/I	E
• Ability to manage own workload and take responsibility for solving day to day problems to complete your own job, checking work for errors and correcting them where necessary	A/I	E
• Ability to demonstrate a positive approach to change	A/I	E
• To motivate/train other employees	A/I	E

<ul style="list-style-type: none"> Ability to demonstrate a commitment to work well and give practical help to others 	A/I	E
<ul style="list-style-type: none"> Ability to contribute new ideas and suggestions to find better ways of working 	A/I	E
Additional Requirements	Measure	Rank
<ul style="list-style-type: none"> Work outdoors in all weathers 	A/I	E
<ul style="list-style-type: none"> Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the council. 	A/I	E
<ul style="list-style-type: none"> Willing to undertake training and continuous professional development in connection with the post. 	A/I	E
<ul style="list-style-type: none"> Work in accordance with the council's vision, priorities, values and behaviours. 	A/I	E
<ul style="list-style-type: none"> Able to undertake any travel in connection with the post. 	A/I	E