Peripatetic Cemetery Operative
£19,430 - £24,964
Birmingham
Permanent
Working 36.5 hours

Based at a city cemetery but required to work at any of the city's cemeteries or crematoria during the course of a working day, to perform grave digging and other duties as part of a small team.

On-site training can be provided. Full Driving Licence is essential. The post holder must be able to work outdoors in all weathers and conditions, which will require a robust constitution and the ability to carry out tasks of a heavy manual nature including the excavation of graves by hand where necessary.

Flexible working arrangements will be necessary to satisfy 7 day service delivery. Weekend and shift working is required (including Bank Holidays) in order to provide 364 days service throughout the year.

For any informal enquiries please contact Ian Wheeler on 0121 464 0096

Ref: PL1652017

Closing Date: 05 July 2017

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”
1. **Job Purpose**

   Required to work at any of the city’s cemeteries or crematoria; to work as part of a team to provide a high quality service to the bereaved and associated agencies. To excavate, backfill and prepare graves for interment and to perform other associated duties as required to include grounds maintenance tasks and crematoria attendant duties.

2. **Duties & Responsibilities**

   a) Location, preparation, shoring and excavation of graves for a set day and time. Preparation of excavated graves for interment to include provision of artificial grass mats, lower ropes, stretchers etc. Backfilling of graves after interment and tidying of immediate area.

   b) To perform ground maintenance tasks not included in the grounds maintenance contract as detailed in the document ‘Non-Contracted Cemetery Grounds Maintenance’.

   c) Responsible for the unlocking/locking of cemetery gates as instructed. All issues regarding cemetery security must be reported to the Cemetery Foreperson or Bereavement Officer.

   d) Driving and operation of the following vehicles:

      - Van/Car
      - Tractor, Mini Tractor and Trailer
      - Dumper
      - Excavator
      - Roadsweeper

      to include routine regular checks and maintenance.

   e) To attend relevant training courses e.g. grounds maintenance, TEST Course and Memorial Safety Training to develop job skills. To train as a crematorium attendant in order to assist with meeting the needs of the service.

   f) To assist service users and visitors to cemeteries as necessary, being sensitive to the needs of people that are bereaved or distressed.

   g) To comply with the Departments ‘Health and Safety Policy’ and ‘Safe Practices of Work’.

   h) To comply with City Council and Departmental policies and procedures and to accurately complete all relevant documentation.

   i) To adhere to all relevant legislation.

   j) To record all working hours correctly.

   k) Responsible for contributing to the overall presentation and safety of the Cemetery. Damage or defects to graves, buildings and property, excess litter, grounds in need of attention, health and safety issues and evidence of incorrect working practices should be tackled where appropriate and reported to the Foreperson or Bereavement Officer, where necessary.

   l) To give a good impression of the Service both in appearance and behaviour.

   m) To understand that your work is valuable and adds to the success of the Service.

   n) To attend open days, memorial services and pre-arranged visits as required.
To assist as necessary in the inspection, testing and making safe of memorials throughout cemetery sites.

To lead on funeral services, oversee interments and conduct scattering and interment of cremated remains, and to provide a full range of crematorium attendant duties as required.

To be a nominated keyholder.

To be responsible for the opening and locking of cemeteries on a rota basis, which may require amendments to starting and finishing times as necessary in order to ensure that the cemeteries are cleared and secured prior to locking.

Any other duties commensurate with the grade.

3. **Supervision Received**

3.1 **Supervising Officer Job Title**
Foreperson/Bereavement Officer

3.2 **Level of Supervision**

1. Regularly supervised with work checked by supervisor or
2. Left to work within established guidelines subject to scrutiny by supervisor.

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others).

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<tr>
<th>Post Title</th>
<th>Grade</th>
<th>No. of Posts</th>
<th>Level of Supervision</th>
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4. **Special Conditions**

a) The post involves working outdoors in all weather and soil conditions

b) The standard working week is 36.5 hours to be worked over any 5 days from 7. Start and finish times will vary generally between the hours of 07:00 and 19:00 in line with local rota arrangements which will be determined according to local need. However, on occasions there will be a requirement to work until 20:00 hrs in order to meet the needs of the service. The postholder will be required to work weekends on a rota basis as part of the normal working pattern in order to provide a full seven day service delivery.

c) Bank Holiday working is required.

d) Cemetery Operatives will be based at a cemetery, but will be required to work at all City Council Cemeteries and crematoria which could include working at one or more different locations during the course of a working day.

g) A current driving licence is required.

h) If a departmental vehicle is not available the postholder is expected to use his/her transport for business purposes when casual mileage allowance will be paid in line with City Council terms and conditions. Proof of “business use” motor insurance cover will be required prior to participation in this scheme.

i) Uniforms, protective clothing and name badges are provided and are to be worn at all times in the performance of duties. The clothing is to be maintained in a condition that positively promotes the Service.

**Birmingham City Council** is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Observance of the **City Council’s Equal Opportunities Policy** will be required.
**Directorate: The Place Directorate**  
**Person Specification**

**Job Title:** Peripatetic Cemetery Operative  
**Grade:** Grade 3  
**Division:** Leisure and Support Services  
**Method of Assessment (M.O.A.)**  
A.F. = Application Form; I = Interview; T. = Test or Exercise.

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<th>ESSENTIAL</th>
<th>M.O.A.</th>
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| **Experience**  
(Relevant work and other experience) | Experience of heavy manual activities that includes lifting, bending and stretching | AF/I |
| **Skills & Ability**  
e.g. written communication skills, dealing with the public etc. | 1. Experience of dealing with service users in a sensitive environment. To be able to promote the Service in a positive manner in terms of appearance and conduct along with the ability to assist visitors / service users to crematoria/cemeteries; Being sensitive to the needs of people that are bereaved or distressed whilst demonstrating a sensitive and understanding approach. | AF/I |
| | 2. Be able to demonstrate the ability to work without Supervision to planned work schedules and time scales and to be able to understand basic instructions including equipment operating instructions; including understanding grave size requirements and accurately identifying and marking out graves ready for excavation, using measuring equipment. | AF/I/T |
| | 3. To demonstrate an understanding and a commitment to the City Council’s Equal Opportunities Policy and its relevance in the workplace and to evidence an understanding of Health & Safety responsibilities in the workplace. | AF/I |
| | 4. Ability to work outdoors in all weather conditions, to perform heavy tasks of a physical nature and to possess the ability to carry out a range of grounds maintenance related tasks. | AF/I |
| | 5. To demonstrate computer literacy, a basic knowledge of the Code of Cremation Practice and the fundamental purpose of the Environmental Protection Act 1990. | AF/I |
| | 6. The ability to demonstrate the skill to react quickly and effectively to changing situations and to evidence a flexible approach to working at any cemetery/crematorium in the city and to working irregular shifts, inclusive of weekends. | AF/I |
| **Training** | Willing to accept on job training and to attend training courses to improve job skills and to meet business objectives. | AF/I |
| **Education/Qualifications**  
NB: Full regard must be paid to overseas qualification | Current Full car driving license.  
A good standard of education, eg. Five GCSEs or equivalent | AF/I |
| **Other** | | |

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

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