

JOB DESCRIPTION & PERSON SPECIFICATION

Group:	COMMUNITY AND CHILDREN'S SERVICES
Division:	PHP & COMMUNITY SERVICES
Section:	BEREAVMENT SERVICES
Sub Section:	OPERATIONAL
Post Title:	GROUNDSPERSON
Vision Post Number:	TBA
Grade:	
Responsible to:	ASSISTANT CEMETERIES MANAGER
Posts Reporting to this Post:	N/A
Team:	N/A
DBS Required Level:	N/A
Location:	TAFF CEMETERIES/ GLYNTAFF CREMATORIUM
Date of Description:	November 2019

KEY OBJECTIVES

To undertake day to day maintenance tasks associated with Cemeteries, Crematoria, lawns and gardens. To assist with day to day operational tasks associated with traffic control.

SPECIFIC RESPONSIBILITY

- Maintenance of flower beds, troughs, tubs and baskets.
- Maintenance of rose shrubs and herbaceous beds.
- Maintenance of hedges, whip plantings and staked trees.

- Maintenance of ornamental, general grass areas and wildflower areas.
- Collection of leaves, litter and emptying bins.
- Sweeping of hard surfaces.
- Operate machinery/vehicles in accordance with manufacturer's instructions and health and safety guidelines.
- Undertake operations relating to the use of pesticides/herbicides in accordance with current legislation.
- Locking and unlocking of cemetery gates.
- Carry out traffic control measures when required.
- Carry out general cleaning of public toilets and cemetery buildings when required.
- Inspection of fences, gates and signs.
- Carry out interments/backfill of cremated remains interments if required.
- Drivers are required to complete daily log books and complete vehicle checks.
- Undertake any reasonable duties directed by supervisor.
- To liaise on and implement programmes for improvement of cemetery grounds in conjunction with Operational Manager.
- Use of a variety of hand tools and other equipment as needed and to comply with licence or certificates needed for operation of same.

To carry out health and safety responsibilities in accordance with the Division's Health & Safety Responsibilities document.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

Protecting Children and Vulnerable Adults is a core responsibility of all staff. All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).

PERSON SPECIFICATION

This Person Specification sets out the knowledge and / or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/ Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

ATTRIBUTE	ESSENTIAL	DESIRABLE
KNOWLEDGE / EDUCATION	Pesticide qualifications PA1, PA6a. Welsh Language Level 1- All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to the Welsh Language Skills Guidance online www.rctcbc.gov.uk/WelshSkills	Possession of a full UK driving licence. Proficient in use of small hand tools. Welsh Language Level 2 to Level 5. For details on the levels please refer to The Welsh Language Skills Guidelines, which can be found in the Welsh Services section of the RCT Council website.
EXPERIENCE	Experience of working within cemeteries and bereavement environment.	Experience in dealing with the public.
COMPETENCIES		
Working Safely	Anticipates and reports any risks or incidents to the correct people quickly.	
Communicating Effectively	Tells people everything they need to know.	

Demonstrating Technical Ability	Knows how to use all of their equipment correctly.
Working with Others	Always treats other people with respect.
SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS	Must be able to work in all weather conditions. Job Demands attached to this post.

JOB DEMANDS CHECKLIST

DEPARTMENT: Environmental Services

SECTION: Parks

POSITION: Groundsman

Frequency Definitions:

- Occasionally - Activity exists up to 1/3 of the time when performing the task.
- Frequent: - Activity exists between 1/3 and 2/3 of the time when performing the task.
- Constant - Activity exists more than 2/3 of the time when performing the task.
- Repetitive - Activity involves repetitive movements.
- N/A - Not applicable – does not apply.

DEMANDS		DESCRIPTION	FREQUENCY				
			O	F	C	R	N/A
Physical Demands of Job Tasks							
Kneeling / Squatting	Tasks involve flexion / bending at the knees and ankle, possibly at the waist in order to work at low levels.			X			
Leg / Foot movement	Tasks involve use of the leg and / or foot to operate machinery.			X			
Hand / Arm movement	Tasks involve use of hands / arms – e.g. stacking, mopping, sweeping, sorting, inspecting, personal care.			X			
Bending / Twisting	Tasks involve forward or backward bending or twisting at the waist.			X			
Standing	Tasks involve standing in an upright position without moving about.			X			
Driving	Tasks involve operating any motor powered vehicle. Type of vehicle, please specify? ...Transit Crewcab / Van.....			X			
Sitting	Tasks involve remaining in a seated position during task performance.			X			
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended.			X			
Walking	Tasks involve walking on even surfaces.			X			
	Tasks involve walking on uneven surfaces.			X			
	Tasks involve walking up steep slopes.		X				
	Tasks involving walking around moving traffic.		X				
	Tasks involve walking down steep slopes.		X				
Climbing	Tasks involve walking whilst pushing/pulling objects.			X			
	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees, vehicles, bankings etc.		X				
Continued			FREQUENCY				
DEMANDS	DESCRIPTION		O	F	C	R	N/A

Physical Demands of Job Tasks						
Working at Heights	Tasks involve making use of ladders, foot stools, scaffolding, etc anything where the person stands on an object other than the ground.	x				
Lifting / Carrying/ Throwing (*delete)	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms.		X			
	1. Light lifting/carrying/throwing (0-9kg).		x			
	2. Moderate lifting/carrying/throwing (10-15kg).	X				
	3. Heavy lifting/carrying/throwing (16kg and above).	x				
Pushing / Pulling	Tasks involve pushing/pulling objectives away from or towards the body. May also include striking or jerking.		x			
Grasping	Tasks involve gripping, holding, clasping with fingers or hands.		x			
Manual Dexterity	Tasks involve fine finger movements – i.e. keyboard operations, writing, issuing medication.				x	
Vibration	Tasks involving using vibratory equipments i.e. strimmers industrial buffers, cranes etc.		x			
Sensory Demands of Job Tasks						
Sight	Tasks involve use of eyes (sight) as an integral part of task performance – i.e. looking at screen/keyboard in computer operations, working in dark environment, interpreting maps, plans, following medication records/ care plans.				X	
Hearing	Tasks involve working in a noisy area – e.g. workshop and/or operation of noisy machinery/equipment or to hear noise of oncoming vehicles.		X			
Smell	Tasks involve the use of the smell as an integral part of the task performance – e.g. working with chemicals.	X				
Taste	Tasks involve use of taste as an integral part of task performance.	X				
Touch	Tasks involve use of touch as an integral part of task performance.	x				
Psychological Demands						
	Tasks involve interacting with distressed people.				X	
	Night working.				X	
	Tasks involving being responsible for a group of children or vulnerable adults.				X	
	Tasks involving lone working where 999 services may not be called by a colleague, client or member of the public.				X	
	Tasks involve interacting with people with mental illness / disability.				X	
	Tasks involving witnessing disturbing or distressing circumstances				x	
Continued		FREQUENCY				
DEMANDS	DESCRIPTION	O	F	C	R	N/A
Working Environment						
Dust	Tasks involve working with substances that have a		X			

Gases	workplace exposure limit (WEL) or are associated with occupational asthma, therefore requiring fitness for work and health surveillance.						X
Fumes		X					
Liquids / Powder	Tasks involve working with liquids/powders which may cause skin irritations if contact is made with skin – dermatitis.	X					
Hazardous Substances	Tasks involve handling hazardous substances including storage and / or transporting.	X					
Lighting	Tasks involve working in lighting that is considered inadequate in relation to task performance – e.g. glare, not enough natural light.	X					
Sunlight	Exposure to sunlight.		X				
Extreme Temperature	Tasks involve working in temperature extremes – e.g. working in a cool room, working outdoors, boiler room, welding etc.		X				
Electricity	Tasks involving working on or nearby live electrical installations, machinery or equipment.	X					
Confined Spaces	Tasks involve working in confined spaces.	X					
Biological Hazards							
Biological Products	Tasks involve working with blood / blood products / body fluids.						x

Additional Comments:

Completed by:

Name: Jayne Beer
Date: 30/10/2019

Signature: