

## JOB DESCRIPTION & PERSON SPECIFICATION

<b>Group:</b>	COMMUNITY AND CHILDREN'S SERVICES
<b>Division:</b>	Public Health, Protection & Community Services
<b>Section:</b>	Bereavement Services
<b>Sub Section:</b>	Operational
<b>Post Title:</b>	Cemetery Operative
<b>Vision Post Number:</b>	
<b>Grade:</b>	GR4
<b>Responsible to:</b>	Assistant Cemeteries Managers and Chargehands
<b>Posts Reporting to this Post:</b>	N/A
<b>Team:</b>	Cemetery Operations
<b>DBS Required Level:</b>	N/A
<b>Location:</b>	Rhondda Cynon Taff Cemeteries
<b>Date of Description:</b>	June 2016

### KEY OBJECTIVES

**To undertake day to day tasks associated with Cemetery and Crematorium maintenance in accordance with industry guidelines / best practice.**

### SPECIFIC RESPONSIBILITY

1. Assisting in the general maintenance of cemetery grounds as and when required / the "topping up, levelling and turfing" of gravespace.
2. Collection of litter leaves etc and the emptying of litter bins.
3. Sweeping of hard surface.

4. To report any work or potential hazards that should arise, in accordance with the Authority's Health and Safety policy.
5. To ensure that the cemetery and ancillary building are kept in a clean and neat condition, and to undertake maintenance duties, for example painting and kerb setting.
6. To carry out grass cutting duties as and when required.
7. To carry out weeding of flower borders and paths / planting of bulbs, flowers and shrubs.
8. To regularly remove all dead flowers and unused flower containers.
9. To keep all paths / steps etc clear of moss and other trips / slip hazards.
10. To keep drains clear.
11. Cutting back trees bushes and hedges.
12. Directing traffic.
13. To clear snow and grit paths / road during inclement weather.
14. To undertake manual grave digging and backfilling duties
15. To safely and in accordance with the Driver and Vehicle Licensing Agency (DVLA) requirements, transport excavation equipment by means of towing, between designated sites and to operate the excavation equipment at such designated sites within Rhondda Cynon Taf.

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.

<b>ATTRIBUTE</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>KNOWLEDGE / EDUCATION</b>	<p>Current driving licence with a willingness to train towards a C1+ E towing qualification.</p> <p>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 <a href="http://www.rctcbc.gov.uk/WelshSkills">www.rctcbc.gov.uk/WelshSkills</a>.</p>	<p>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.</p>
<b>EXPERIENCE</b>	<p>Working in a manual, outdoor environment as part of a team.</p>	<p>Experience of cemetery work and operating plant and equipment.</p>
<b>COMPETENCIES</b>		
<b>Working with others</b>	<p><b>Is willing to help others.</b></p> <p>Is open and approachable at all times.</p>	

<p><b>Working Safely</b></p>	<p>Monitors own health, safety and well-being and asks for support if needed.</p> <p><b>Anticipates and reports any risks or incidents to the correct people quickly.</b></p>
<p>Communicating Effectively</p>	<p>Is always polite and courteous.</p> <p>Listens well to others; understands what they mean, not just what they say.</p>
<p><b>Demonstrating Technical Ability</b></p>	<p><b>Keeps their equipment in good working order ensuring that equipment is well maintained.</b></p>
<p><b>SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS</b></p>	<p>Ability to travel independently between sites</p>

### JOB DEMANDS CHECKLIST

**DEPARTMENT:** Environmental Services

**SECTION:** Bereavement Services

**POSITION:** Cemetery Operative

**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
<b>Physical Demands of Job Tasks</b>								
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			
<b>Continued</b>				<b>FREQUENCY</b>				
DEMANDS		DESCRIPTION		O	F	C	R	N/A

<b>Physical Demands of Job Tasks</b>					
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		
<b>Sensory Demands of Job Tasks</b>					
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			
<b>Psychological Demands</b>					
	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		
<b>Continued</b>		<b>FREQUENCY</b>			
<b>DEMANDS</b>	<b>DESCRIPTION</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>R</b>   <b>N/A</b>
<b>Working Environment</b>					
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						
<b>Biological Hazards</b>									
Biological Products	Tasks involve working with blood / blood products / body fluids.	X							

**Additional Comments:**

This role is physically demanding and requires that employees are capable of manually excavating graves. This involves shovelling large amounts of earth and clay in confined spaces, sometimes during inclement weather. The employees will be expected to complete these tasks quickly and efficiently in line with strict deadlines. Employees will also need to be physically capable of carrying equipment and materials across uneven ground and also up and down steep slopes. Employees will be able to remain calm and professional when interacting with bereaved/distressed members of the public and also when witnessing potentially disturbing or distressing events.

**Completed by:**

**Name:** Ceri Pritchard  
**Date:** 31/10/2019

**Signature:**