Portsmouth CITY COUNCIL

# Ground Maintenance Cemetery Digger Operative

**Salary: Band:** 4, SP4: £26,033 - SP6: £27,346 per annum

37 hours per week, Monday - Friday but will be required to work some weekends

**Location:** 3 cemeteries: Milton, Kingston and Highland Rd

## The Service

The In-House Grounds Maintenance Operations Service covers parks and open space areas of the city and is responsible for the 760 hectares of publicly accessible green space in Portsmouth.

Portsmouth's green and public spaces are at the heart of the local community and enjoy great support and affection from residents. The services main priority is to maintain a consistent standard across all grounds maintenance areas and develop its service centred around community engagement and interaction of Portsmouth's Parks and Open Spaces.

The In-House Grounds Maintenance Operations Service is responsible for the maintenance of parks and open spaces, allotments, cemeteries, golf course and semi-natural open space, with assorted sports and play facilities within. The service also provides grounds maintenance services to Traded Services incorporating schools and social service locations.

Portsmouth's parks and open spaces are of a high standard, fit for purpose, and they need to be maintained to meet the needs of Portsmouth's residents and visitors. The services main priority is to maintain a high standard across all parks and open spaces and service areas.

## What is the role?

As part of the Grounds Maintenance Operations Team, the Parks Cemetery Grave Digger is responsible for excavating graves and general maintenance for the day to day-upkeep of the three Portsmouth cemeteries and other areas.

Working as part of a team the Parks Cemetery Grave Digger will also undertake a range of other grounds maintenance duties within Portsmouth parks and open spaces. These may include grass cutting, hedge trimming, planting of flowers and shrubs and pruning of hedges and tree base epicormic growth as well as litter and bin emptying duties.

**Duties and responsibilities include**:

- use of excavators, dumper trucks and other related burial equipment.
- locate, mark out and excavate graves in accordance with the cemetery map and the Code of Safe Working Practice for Cemeteries. Digging is carried out by a mechanical excavator, digging by hand may also be required.

Portsmouth CITY COUNCIL

- shoring up and shuttering the excavated grave in accordance with legislation and health and safety, this involves working in a small space up to seven feet deep.
- assisting members of the public when necessary regarding location of plots or graves.
- assisting undertakers and masons in locations and preparation of funerals.
- maintenance of the surrounding areas which will include grass cutting, hedge trimming, planting of flowers and shrubs and pruning of hedges and trees.
- maintenance of annual and shrub beds within the cemetery.
- general litter picking and emptying bins throughout the cemetery.
- topping up soil and seed graves after sinkage.
- sweeping paths.
- locking and maintaining machine and tool stores.
- complying with Control of Substances Hazardous to Health regulations when using chemicals and substances.
- unlocking the cemetery gates and any other buildings on the cemetery site.
- Identifying and understanding when equipment is failing
- Working as part of a team with instruction and guidance from their supervisor and assist coordinating mowing and related operations.
- Responsible for ensuring any security access barriers to sites are opened and securely closed upon entrance and exit to sites.
- Understanding combinations of fuel appropriate to equipment.
- Communicating directly with machine suppliers or service technicians to explain any specific machine faults.
- Observing all Health and Safety rules and take reasonable care to promote the health and safety of themselves and others.

The role will also involve undertaking a range of other grounds maintenance duties such as: Grass cutting, strimming, sweeping, maintenance and inspection of various plants, parks and open spaces with a basic knowledge of horticultural operations.

You will also be responsible for carrying out plant and machinery inspections completing a pro forma, prior to use and report any defects, areas of concern or issues within the workplace. You will be monitoring and reporting on machine operational hours to identify service and maintenance intervals and advising inexperienced team members of good work practices and correct use of machinery and personal protective equipment (PPE) that is issued. Full training and uniform will be provided.

**Who is the person?**

You need to:

1. Be physically fit as you will be climbing in and out of machinery and may be required to do some manual digging.
2. Hold an Excavator ticket.
3. Ideally have ICCM City & Guilds Safe use of Cemetery Excavator, Cemetery Dumper and ICCM City & Guilds H&S Burial Process or equivalent.
4. Hold a full driving licence.
5. Ability to show dignity and compassion when dealing with bereaved families.
6. Have knowledge of horticultural operations and be experienced in the use of large and small Horticultural/Agricultural machinery including front loader and backhoe operation.

Portsmouth CITY COUNCIL

7. Be able to use own initiative to decide what equipment or other resources are needed to be able to complete each task.
8. Able to maintain and adjust machinery to maximise operation.
9. Be self-motivated and flexible to work on your own and as part of a team following instructions from supervisors.
10. Follow established instructions, procedures, routing schedules, performing duties according to the Council's Policies and codes of behaviour.
11. Able to make judgement of safe working within a busy park or open space and report back issues and/or necessary re-routing to supervisor.
12. Have basic literacy & numeracy skills with the ability to communicate clearly with the Parks management team, Service engineers and all other team members.
13. Be able to plan and manage your time effectively to ensure your tasks are completed efficiently.
14. Be flexible to provide cover at weekends and out of normal working hours when other works are required.
15. To be proactive member of a team, positive and professional with the ability to work well under pressure.
16. Work in an effective and efficient way and suggest and implement improved ways of working wherever possible.
17. Be able to attend and work in any of the maintenance areas within the city.
18. Observe all Health and Safety rules and take reasonable care to promote the health and safety of themselves and others.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

**General Data Protection Regulation (GDPR)**

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