
Job description

Ref No: AFTER JOB LOADING

Date: April 2007

Dept: Parks and Leisure Services

Post No: 57

Section: Parks and Cemeteries

Job Title: **Gravedigger**

Grade: Scale 3

Main purpose of job

To be responsible to the Area Contract Manager or other appropriate officer to undertake work in cemeteries either individually or as part of a team.

Summary of responsibilities and personal duties

1. To identify and check grave spaces and report irregularities.
2. To regularly carry out memorial inspections, check inscriptions and monumental installations and inform management accordingly of any irregularities.
3. To excavate grave by use of appropriate tools, for example, shovels, spades and other tools including powered tools and plant such as mechanical excavator, Kango hammers, water pump to appropriate depth.
4. To receive coffin from undertaker, check documentation and update grave cards as required.
5. To lower coffin into ground.
6. To fill in grave and finish grave including placing of wreaths.
7. To undertake site preparation and constructional labouring.
8. To undertake maintenance of cemetery including sweeping, grass cutting, hedge trimming, planting and removal of litter and rubbish.
9. To carry out turfing and seed sowing.
10. To operate appropriate plant and vehicles relevant to cemetery operations.
11. To undertake the reinstatement of monuments and underground vaults.
12. To assist mourners and members of the public, giving guidance where required.
13. To ensure cleanliness of basic tools and equipment and the cleanliness of buildings.
14. To ensure effective communication with other members of the team and line management.
15. To direct members of the public, assist with locating graves, provide assistance where possible with genealogical issues and generally ensure good relations with the public.
16. To assist with on-the-job training and coaching, for example, new starts, apprentices, work placements and other staff.
17. To undergo periodic training as and when necessary.

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18. To ensure that work is carried out in accordance with Health and Safety legislation and council regulations, to include the wearing of appropriate PPE (for example, when using shoring equipment).
 19. To undertake the duties in such a way as to enhance and protect the reputation and public profile of the city council.
 20. To undertake such other relevant duties as may from time to time be required.