

## **JOB DESCRIPTION**

### **GROUNDS MAINTENANCE OPERATIVE**

1. Carry out grass cutting/hedge trimming/general ground maintenance using appropriate equipment/machinery at all times using appropriate safety equipment and methods in relation to all Town Council land holdings.
2. Excavation of graves & internment of cremated remains by manual and mechanical means to be carried out in a safe manner in accordance with Health & Safety at Work Act 1974 recommendations.
3. Simple maintenance of all equipment & reporting of equipment requiring maintenance or repair to line manager.
4. Ensure that the graveside is adequately protected at all times to secure the safety of all employees and to provide protection to mourners and others.
5. Liaise & supervise the installation of memorials by memorial firms.
6. Handle all fuels and other chemicals in a safe and correct manner including transportation and storage in accordance with COSHH (Control of Substances Hazardous to Health) regulations.
7. Carry out any items of non-specialist maintenance to the fabric of the buildings and peripheral fences together with the pruning of shrubs and trees (includes painting work to buildings/fences not requiring scaffolding ) in relation to all Town Council land holdings.
8. Receive payment from undertakers, memorial firms and individuals, issue receipts for payments and record monies/cheques received (Under normal circumstances do not accept cash from companies or individuals), pay monies/cheques over to manager as soon as practicable.
9. Other work as may be specified from time to time by the Council, Town Clerk or your Manager.
10. Act in place of the Deputy Cemetery and Grounds Maintenance Supervisor in his/her absence if and when required.

Do not accept gifts or gratuities from any source.

Staff uniforms/workwear to be used only when undertaking Town Council work duties and in the event of termination of employment, to be handed back to the Town Clerk

February 2018