

**Hexham Town Council
JOB DESCRIPTION**

Post Title: Cemetery Worker/Gardener	Hexham Town Council		Office Use
	Workplace: St Andrew's Cemetery, West Road, Hexham NE46 3RR and within Hexham town		
Responsible to: Operations Manager	Date: February 2023		
Job Purpose: Contribute to the provision of an efficient and effective Cemetery and Grounds Maintenance service.			
Resources	Staff	None	
	Finance	None	
	Physical	Shared responsibility for the careful use of expensive vehicles and allocated tools and equipment.	
	Clients	Duties have an indirect impact upon the health and safety of the community.	
Key Duties and responsibilities:			
Individually or as part of a team and under the general direction of senior colleagues:			
<ol style="list-style-type: none"> 1. Provide an efficient and effective gardening, grave-digging and grounds-maintenance service to pre-determined standards and in accordance with work schedules. 2. Liaise with colleagues, councillors and members of the public in a courteous and respectful manner. 3. Ensure that work is performed in a safe and responsible manner, in accordance with Health & Safety procedures. 4. Ensure that machinery, equipment and tools are used and operated in accordance with manufacturers' guidelines and any faults are reported. 5. Work collaboratively with team colleagues to ensure that work plans are achieved and quality standards are maintained. 			
The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post.			
Work Arrangements			
Physical requirements:	Ability to endure ongoing very high physical effort for regular heavy lifting, pulling, pushing, digging, carrying and working on a regular basis in confined spaces (up to 7 foot depth).		
Transport requirements:	Occasional need to attend training and development courses, meetings or other worksites within area.		
Working patterns:	Normal working week, Monday to Friday.		
Working conditions:	Some exposure to hazardous working conditions, extensive exposure to working outdoors in all weather conditions every day.		

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PERSON SPECIFICATION**

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Essential	Desirable	
Qualifications and Knowledge		
Relevant knowledge of the range of tasks together with the operation of associated tools and equipment. An appreciation and interest in the need for the service.	An awareness of Health & Safety legislation and its application in the workplace First Aid at Work Certificate. NVQ Level 2 in Gardening or equivalent for Cemeteries. NPTC PA 1&6 COSHH Regulations. Chainsaw use and certificated	
Experience		
Experience in Grave digging and Gardening (including flowerbed planting). Experience of carrying out vehicle checks. Experience in excavation work up to 7 foot in depth.	Experience of COSHH Safety Policies	
Skills and competencies		
Able to keep work records. Strength, dexterity and co-ordination to deal with plant and operate equipment. Specialist skills associated with the operation and maintenance of hydraulic equipment. Good communication skills to enable appropriate dealings with the public and clients on a regular basis.		
Physical, mental, emotional and environmental demands		
Able to cope with the regular high level of physical demand. Able to maintain general awareness for safe working conditions with some periods of concentration. Regular contact with service users and the public which results in limited emotional demands. Ability to work outdoors in all weather conditions.		
Motivation		
Able to show initiative in order to identify and improve surroundings. Reliable and good time keeping. Committed to the ethics of public service, quality and customer service. Appropriately follows instructions to achieve set tasks or objectives. Adapts to change by adopting a flexible and cooperative attitude. Supportive and adapts to team working. Demonstrates integrity and upholds values and principles.	A willingness to undertake job related training.	

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