

WESTON-SUPER-MARE TOWN COUNCIL

JOB DESCRIPTION

Post: Cemetery Conservation Officer

Hours: Full time **Salary:** JG4

Responsible to: Grounds Manager

Management and Relationships:

The post will report directly to the Grounds Team Leader and form part of a team of operational staff undertaking the delivery of the grounds maintenance matters of Town Council's owned/leased sites and a range of other assets. It will be necessary to provide general team-support to the other designated staff in the department and liaise with internal and external stakeholders to ensure the overall delivery of a professional service.

Purpose of Job:

The duties of this post are divided into the following major areas: - (the balance of these duties may vary between posts): -

- Undertake maintenance, conservation and compliance works at Milton Road Cemetery.
- As part of an operational team undertake the delivery of general grounds maintenance specific to Town Council green spaces and assets. To include cemetery, allotments, parks & play areas, street furniture, public amenities, tree works, civic and community events and Weston-In-Bloom.
- Health and safety compliance; memorial and play area inspection tasks
- Respond to reported incidents and complaints and attend emergency calls and major incidents as required.
- Report direct to the Grounds Manager for operational service delivery in the absence of the Grounds Supervisor.

Milton Road Cemetery:

- Assist with the programme of memorial safety inspections and any operational works
- To provide advice, information and assistance to visitors as a representative of the Town Council and ensure compliance with regulations / bylaws in respect of public use of the grounds. This may include provision of guidance regarding grave locations. Ensure maintenance of the cemetery grounds is undertaken to a high standard in accordance with established standards and policies.
- Attend appropriate site meetings as directed.
- Supervise designated team members, volunteers, work parties and other designated support staff, ensuring that all duties are carried out in a safe and professional manner.
- Supervise seasonal agency staff as necessary, guiding and directing them in day to day tasks.
- Assist with the gathering and analysis of information required for surveys, monitoring service delivery and producing plans and programmes. This will include ensuring that the program of memorial safety inspections is undertaken and the data passed to the Amenities Officer.
- Undertake basic administrative tasks, including the use of new technology, as required.
- Ensure that the public toilets at Milton Road Cemetery are cleaned and maintained.
- Ensure that the appropriate liaison takes place with approved Monumental Masons and Funeral Directors, verifying work permits, monitoring workmanship and reporting variances to approved methods of working.

- Attend interments as a representative of the Town Council as and when required.

General Tasks:

- Be aware of, comply with and work within relevant Health & Safety legislation, Council H & S policies and procedures as detailed in the H & S documents, risk assessments and specific method and COSHH statements.
- To respond to reported incidents and complaints and attend to emergency calls and major incidents as required
- Ensure reporting procedures are followed, reported and documented in relation to accidents, incidents, dangerous occurrences and near misses involving persons (Council employees or otherwise) on Council property.
- Compliance with uniform and PPE requirements associated with the role.
- Make suggestions and contributions to the improvement, development and planning of the service.
- Engage in SDP/SDR and team meetings discussion.
- Undertake mowing and strimming using a variety of machines.
- On all sites to undertake litter picking (prior to mowing) and empty litter bins on a regular basis.
- Undertake minor repairs, litter collection, graffiti removal and maintenance work and the removal of other materials as required.
- Report repairs or defects affecting Council grounds assets as well as cemetery furniture and fittings to the Grounds Supervisor.
- To ensure that information boards and signage carry up to date information and are free from damage and graffiti.
- To collaborate and co-ordinate work undertaken by volunteers, work parties and other designated support staff, ensuring that all duties are carried out in a safe and professional manner.

Parks, Play Areas, Water Park and Community Spaces:

- To provide back up support to designated team members operating parks, play areas, water park and community spaces, including:-
- Undertake qualified RPII inspections of play areas and equipment, identifying any obvious defects or damage – reporting any urgent issues or concerns to the Grounds Supervisor.
- Ensure that routine and operational inspections of play areas are undertaken according to schedule i.e. minimum of weekly at routine level and minimum of monthly at operational level.
- Record inspections undertaken on the PSS Live system using a supplied Smart Phone.
- Assist with the operation of the water park plant room, ensuring that the water provided for the splash pad remains within identified safety parameters at all times.
- Carry out maintenance works to site assets and play equipment.
- Undertake work to plant and maintain flower beds that are the responsibility of the Town Council.
- Ensure that mowing and grounds maintenance activities are routinely undertaken in accordance with established standards and policies.
- Ensure that play areas are litter free and safe.
- Attend update and refresher training and attain relevant certification requirements for play area inspection (RPII) and plant room management (STA) in accordance with identified expiry dates.
- Undertake “Operational” repairs and maintenance as required and comply with contractors when external delivery of repairs takes place.
- Keep information boards, other assets and signage are up to date, clean and free of damage.
- Report urgent issues to the Grounds Supervisor
- Act as a key holder for the Waterpark.

Town Council Assets:

- Undertake minor maintenance works as directed on other Town Council owned assets. This may include , allotment bus shelters, signage, public amenities and attending other Council managed sites inc Grove House, Theatre and Museum.

Events and Other Works:

Participate in delivering civic events where operational assistance may be required. To include Remembrance Day Service, Xmas Lights Switch-On and Mayor making Ceremony

- Provide operational assistance in the delivery of a variety of community events. These may be associated with Weston in Bloom or stand-alone events such as the Literary Festival.
- Any other duties as reasonably requested that may be allocated from time to time.

Finance and Administration:

- To work in close liaison with the Grounds Supervisor with weekly regularity to ensure clear lines of communication.
- Ensure compliance with purchase ordering requirements in line with Council Standing Orders and Financial Regulations.

General:

- Any other responsibilities of a similar nature that may be designated
- Ensuring that systems and processes comply with Council Policy and Procedures.
- Complying with the Council's Equal Opportunities, Equality and Diversity, H & S and Safeguarding and Data Policies at all times.
- Where appropriate to act as a designated key holder for Town Council facilities which are the responsibility of the Grounds Service
- Undergoing any other duties as reasonably requested by the Grounds Supervisor or Grounds Manger.
- Assist with the Council's civic and community programme.
- Undertake other duties commensurate with the experience of the post holder and grading of the post as may be reasonably delegated from time to time.
- Undergoing such training as shall be identified by the Grounds Supervisor/Grounds Manager.
- Assist with the Town Council's civic and community programme.
- Undergoing such training as shall be identified by the Grounds Supervisor/Manager.
- Undertake any such other duties as reasonably requested by the Grounds Manager.

This job description may be reviewed and amended to suit departmental requirements in consultation with the postholder, in the light of any organisational developments within the Council.