

RUGBY BOROUGH COUNCIL

JOB PROFILE

Post No.**Post Title:** Cemeteries Operative**Unit/Team:** Grounds Maintenance**Grade:** Grade D**Service:** Operations & Traded Services**Reports to:** Green Spaces Chargehands**Issue Date:** October 2025

PURPOSE OF THE JOB

To support the Grounds Maintenance and Bereavement Services Team in all daily duties including manual work associated with cemeteries and grounds maintenance operations.

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1 Identify appropriate or reservation plot for burial in conjunction with the Bereavement Services.
- 1.2 Aid measuring and marking out grave spaces. Excavate in safe manner to appropriate depths using grave shoring and ladders and dress the grave in preparation for the arrival of the funeral party to the relevant specification. Aid burial of coffin in a dignified and respectful manner
- 1.3 Upon departure of the funeral party carry out the back filling of the grave.
- 1.4 Carry out grave make ups as required, and then turf or seed the grave when the grave has fully settled.
- 1.5 Must be able to work to demanding time scales required surrounding grave digging, funeral date, and times.
- 1.6 Must be able to work to the instructions provided by electronic devices and/or paperwork used to carry out each burial.
- 1.7 Create and maintain new headstone borders and renovate when required.
- 1.8 Be aware of the relevant legislation relating to burials and exhumations.
- 1.9 Carry out exhumations when required, under the direction of the Bereavement Services Management team.

- 1.10 Available to advise and/or assist, clergy and stonemasons and funeral directors as and when required.
- 1.11 To mow grass and carry out other grounds maintenance operations within all Cemeteries working to a high standard of presentation using ride on mowing machinery, strimmers, blowers, including their daily maintenance checks.
- 1.12 Use of pesticides for the control of weeds and moss.
- 1.13 Dealing with enquiries from members of the public in a courteous and sympathetic manner.
- 1.14 Able to work outside normal working hours to complete burials.
- 1.15 Ensure compliance with both Health and Safety at Work Act and the Council's Safety Policies at all times.

2. OTHER DUTIES AND RESPONSIBILITIES

Any other reasonable duties as requested by your manager, in line with your skills and knowledge.

3. SUPERVISORY RESPONSIBILITIES

Guidance of Apprentice Operatives

4. FINANCIAL RESPONSIBILITIES

The post holder has no financial responsibility.

5. RESPONSIBILITY FOR ASSETS AND DATA

Daily vehicles checked and recorded, and faults reported on the defects form for the relevant person.

Equipment checked and faults recorded on the defects form.

6. EXTENT OF PUBLIC CONTACT

Regular contact during normal working day. It is essential that the postholder must have a sympathetic approach to bereaved families. They must also have the ability to liaise with a range of general public.

7. WORKING CONDITIONS AND ENVIRONMENT

37 hours a week, a flexible attitude to working is required outside the normal working day to ensure burial needs are met.

The postholder will be active externally throughout the Borough in all weathers. You may come into contact with hazardous substances and needlesticks during the course of your duties.

8. CORPORATE RESPONSIBILITIES

All staff have to act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

Financial Accounting
Equality and Diversity
Health and Safety
Risk Management
Anti- Fraud
Data Quality and Data Protection
Business Continuity
Major Emergency Plan
Procurement and Contract Management
Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager.

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.

Signed as agreed:

Postholder

Date

PERSON SPECIFICATION



Post: Cemeteries Operative

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
Sound knowledge in the Parks, Cemeteries and Grounds maintenance industry.	E	A, I
Possess COTS (Cemeteries Operative Training Scheme) certification and be aware of relevant legislation relating to burials and exhumations.	E	A,I,D
Good basic literacy and numeracy skills	E	A, D
Competent in IT skills and the use of handheld computer devices and software	E	A, I
Experience of working in a small team and the ability to work alone with little supervision	E	A, I
Ability to carry out physical work in all weathers.	E	A, I
Undertake all duties in line with laid down specifications and service standards.	E	A, I
Hold a full current driving licence.	E	D
Ability to operate a 100 hp tractor and trailer.	E	A, I
A commitment to work within our CAN-DO values.	E	A, I
Experience of giving clear instructions and communicating to other colleagues.	E	A, I
Ability to use their own initiative.	E	A, I
Able to interact in a courteous and sympathetic manner with members of the public, funeral directors, and stonemasons	E	A,I,R
Ability to use petrol and battery powered equipment, including ride on, pedestrian and remote-controlled mowing machinery to NPTC Level 2 qualification.	D	A, I
Possess or be working towards PA1 & PA6 to City & Guilds Level 2 qualification.	D	A,I,D
Able to demonstrate personal achievement.	D	A,I,R

Application	A
Interview	I
Test (written, presentation, practical – eg word processing)	T
References	R
Documentary – eg certificates	D