

FOI Ref  
10301

Response sent  
11 Feb 22

**(CCC) WF-QCJZKNLP**

I would like to know the tasks that your Burial & Grounds Team Leader and Burial & Grounds Assistants carry out. I believe they are also your grave diggers. Do they solely maintain the cemeteries? or do they carry out other tasks, if so, what tasks?

**Response:**

Thank you for your request for information above, which we have dealt with under the terms of the Freedom of Information Act 2000.

I hope the following will answer your query:

Burial Grounds Team Leader:

To be **responsible for managing** and motivating your team to ensure effective delivery of customer focussed services on time and within budget.

**Contribute** to the corporate objectives and overall success of Cambridge City Council through effective working with colleagues in the Council and with partners and elected members.

**Service Roles & Responsibilities:**

1. Lead Officer to ensure the Cemetery and Crematorium grounds and equipment are well maintained at all times to an exceptional high standard and the grounds maintenance team receive guidance, advice and coaching in the provision of high standards of workmanship and customer care.
2. Lead in the management and development of their team ensuring internal procedures are complied with at all times
3. Prepare horticultural designs for landscaping projects and interpret specifications, plans and/or drawings for projects and/or specific work, and implement subsequent works.
4. Implement a wide range of horticultural duties including planting, pruning, grass seeding/cutting, the application of chemicals, including herbicides, insecticides and fungicides at the Crematorium and Huntingdon and

Newmarket Road Cemeteries, using hand tools and powered hand tools as required.

5. Ability to prepare, excavate, dress and back-fill burial plots to Cemetery Operative Training Scheme (COTS) standards, to meet the individual's needs.
  6. Operation and daily maintenance or checks of vehicles, plus other pedestrian and ride-on grass cutting machinery.
  7. The ability to carry out (as and when required to support of the operations team), the inspection and testing of memorial headstones, ensuring accuracy, transferring test results onto the computer system, and make safe any unstable headstones, with the ability to carry out and lead on all minor building/grounds maintenance and repairs.
  8. Ability to carry out physical activities which the post holder must be confident they can carry out with a willingness to work some evenings, weekends and bank holidays to meet the needs of the service.
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1. Occasional cleaning of memorials, public and office areas, including the public toilets at both Newmarket Road Cemetery and the Crematorium
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1. Carry out any other duties as required by your line manager from time to time in accordance with the grading of the post.

Burial & Grounds Assistants:

JOB PURPOSE

To undertake a variety of grounds maintenance and horticultural duties at Cambridge City Crematorium, Huntingdon & Newmarket Road Cemeteries. To excavate graves in accordance with current legislation and internal procedures, including the use of heavy plant or/and hand tools. To carry out cleaning duties, minor maintenance, and repair duties as and when required of both site and grounds. To provide support and guidance to both internal and external customers whilst carrying out their day-to-day duties. To provide support to both Administration and Operations teams within bereavement services

#### MAIN ROLES & RESPONSIBILITIES:

1. Contribute in the day-to-day operations within a bereavement lead environment.
  2. To perform grounds maintenance and horticultural duties to at Cambridge City Crematorium, Huntingdon, and Newmarket Road Cemeteries to an exceptionally high standard over 44 acres using hand tools and powered tools as required. Ensuring this service is provided in a sensitive and dignified manner creating a tranquil resting place for the deceased and the bereaved.
  3. Grounds maintenance and horticultural duties to include but not limited to, grass cutting with the use of ride on machinery and pedestrianised equipment, hedge cutting, strimming, shrub refurbishment works, pruning, planting, weeding and feeding -either by hand or the use of a knapsack sprayer, maintenance of ornamental perennial and shrub beds.
  4. To follow up to date risk assessments, method statements and current legislation.
  5. To be aware of current conservation and refurbishment projects and follow guidance to fulfil those projects.
  6. To implement and follow planting schemes and follow landscape designs
  7. Ability to prepare, excavate, dress and back-fill burial plots to Cemetery  
Operative
- Training Scheme (COTS) standards, to meet the individual's need
8. To be able to assist with the construction, positioning and installation of all leased memorials.
  9. To Operate the 3 cremators for the cremation of human remains in accordance with the code of cremation practise, Environment Protection Act 1990 and other associated legislation
  10. To provide support to the Operations Team with duties as required. This will include but is not limited to; transfer of the deceased/coffins from multiple locations, witnessed and un-witnessed scattering and burial walk downs, release of cremated remains to Funeral directors and families/friends.

11. To provide general administration support as required, this will include but is not limited to, inputting paperwork, transporting medical referee paperwork and updating records and databases.

12. To carry out minor repairs and maintenance to both the grounds and buildings at Newmarket Road and Huntingdon Road sites.

13. Operation and daily maintenance checks of vehicles plus other pedestrian and ride

On grass cutting machinery.

14. The ability to carry out (as and when required to support of the operations team), the inspection and testing of memorial headstones, ensuring accuracy, transferring test results onto the computer system, and make safe any unstable headstones.

15. Ability to carry out physical activities which post holder must be confident they can carry out with a willingness to work some evenings, weekends and bank holidays to meet the needs of the service.

16. Cleaning of memorials, public and office areas, including the public toilets at both Newmarket Road and Huntingdon Road Cemetery and the Crematorium

17. Provide a professional and high standard of customer at all times.

18. Carry out any other duties as required by your line manager from time to time in

Accordance with the grading of the post.

We aim to provide a high-quality service to you and hope that you are satisfied with this response. If you have any further questions, please do not hesitate to contact us.

Further queries on this matter should be directed to <a href="mailto:foi@cambridge.gov.uk">foi@cambridge.gov.uk</a>
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