



JOB DESCRIPTION

- Job Detail:** Cemetery Superintendent
- Accountable to:** Town Clerk and Finance Officer and The Council
- Location:** Mold Cemetery/ Mold Cemetery Lodge, Alexandra Road, Mold, but at other Council sites as considered necessary.
- Hours of work:** 37 Hours per week
- Direct reports:** Cemetery Assistant

Position Summary:

The Cemetery Superintendent role is to ensure Mold Cemetery grounds are maintained to a high standard as set out by Mold Town Council. As the Lead of a small Cemetery Team the Cemetery Superintendent should be a multi-talented person with experience of light maintenance and equipment repairs, landscaping knowledge, health and safety experience and good bookkeeping skills. This role is a public facing role and requires excellent personable skills and the ability to create and maintain good working relationships with external businesses and contractors.

Due to the nature of the role accommodation is provided with this position onsite.

Main Duties and Responsibilities:

- To manage the day to day running of Mold Cemetery – including the opening and closing of the cemetery gates each day.
- Supervision of the Cemetery Assistance and assist with training reviews and 1-2-1's along with the Town Clerk and Finance Officer.
- Preparation and excavation of burial sites and assistance to funeral directors with processions.



- Maintenance of all cemetery equipment, including records of repair and recommendations for new purchases.
- Groundskeeping including mowing, decoration removal, maintenance of cemetery planting, overall grounds upkeep.
- Preparation of monument foundations and maintaining those foundations over time.
- Be a point of contact for families and funeral directors.
- To provide quality customer service; providing help and assistance to visitors to the cemetery by providing advice and information.
- To oversee all administration for the Cemetery Service including invoices, payments and receipts and maintain the burial records.
- To assist in ensuring security of the cemetery site and buildings.
- To assist in ensuring that the Town Council's statutory obligations for the effective management of health and safety, Safe Working Practices and Council Procedures are met.
- To prepare risk assessments which impact on your role and the day to day running of Mold Cemetery for all tasks undertaken.
- To oversee contractors while onsite ensuring that the relevant Public Liability Insurance and Risk Assessments are in place.
- To meet with the Town Clerk and Finance Officer on a regular basis.
- To attend and deliver a report at Cemetery Committee Meetings and Town Council Meetings as and when required.
- To attend training courses to support you in your role as Cemetery Superintendent as required by the Council.

These duties are illustrative and not exhaustive. The post holder will be expected to become involved in a range of work to enable the Council to respond effectively to the changing requirements of the local council sector and changes affecting the Town Council and its workforce.



PERSON SPECIFICATION

Experient/ Competencies	Essential of Desirable?	Method of Assessment
<p>Qualifications and Education</p> <ul style="list-style-type: none"> • Good general education (Inclusive of literacy and numeracy skills). • Hold or willing to undertake a Health and Safety qualification. • Hold or willing to undertake a Cemetery Management qualification • Hold a full driving license. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application Form/ Provision of Certificates</p> <p>Application Form/ Provision of Certificates</p> <p>Application Form/ Provision of Certificates</p> <p>Application Form</p>
<p>Knowledge and Experience</p> <ul style="list-style-type: none"> • To have experience of manual labour. • To have experience of managing and delivering a public service. • To have experience of using hand tools and equipment • To have experience of managing staff. • Basic IT skills enabling use of internet, email and documents. • Experience of maintaining financial records/ burial records. • Experience of working with businesses, contractors and the public (Customer Service). 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>	<p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p>



<ul style="list-style-type: none"> • Experience of undertaking Risk Assessments and managing Health and Safety of a site. 	Essential	Application Form/ Interview
<p>Skills and Attributes</p> <ul style="list-style-type: none"> • Good interpersonal and oral communication skills. • Good written communication skills. • Ability to communicate effectively with other staff, Councillors, general public and external agencies. • Ability to work as part of a team and on own initiative. • Empathy, sensitivity, tact and diplomacy. • Ability to carry our work to the highest quality. • Willingness to learn how to operate all equipment safely and effectively. • Understanding of the requirements of the data protection and freedom of information legislation and its application within an organisation. • Awareness of health and safety legislation and its application within an organisation. • The ability to speak Welsh 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Desirable</p>	<p>Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Interview</p> <p>Interview</p> <p>Application/ Interview</p> <p>Application/ Interview</p> <p>Application Form</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p>



<p>Other Personal Skills</p> <ul style="list-style-type: none"> • A motivating and enthusiastic individual. • Personality, conduct and credibility that engages the confidence of the public, councillors, staff and stakeholders. • Excellent organisational skills • Committed to ongoing CPD • Flexibility for evening and occasional weekend working • Car driver and owner • To live onsite in the Cemetery Lodge 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview/ Application Form</p> <p>Interview/ Application Form</p>
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