

VACANCY

Pembrey and Burry Port Town Council

Cemetery / Facilities Superintendent

Grade G (spinal point 19 to 25 £24,799 to £28,785)



The Town Council is seeking to appoint a person with relevant experience to undertake the post of Cemetery / Facilities Superintendent.

Duties of the post include:

To ensure all operations at the cemetery are carried out in accordance with the Council's Health & Safety policies and procedures and that all Statutory Regulations and Legal Requirements under which cemeteries operate are adhered to.

To work with the Council's Town Clerk in managing the Burial Authority's duties and legal requirements by assisting with the recording of burials and placing entries in Bacas software and be responsible for their accuracy and updating.

To deal sensitively and compassionately with members of the public, the bereaved, clergy and funeral directors ensuring that all aspects of the bereavement service are carried out appropriately and sympathetically.

To work with the Town Council's Technical Services Officer in identifying, prioritising and delivering a range of maintenance tasks to all council assets including buildings, footpaths, parks, gardens and flowerbeds.

To be responsible for the day to day operations of the workforce and, in conjunction with the Team Leaders, prioritise and allocate work to the Facilities/Cemetery Operatives.

Persons must have relevant experience with good organisational skills and computer skills.

Application form and full job description are available by contacting the Town Council on 01554 834346 or info@pembreyburryport-tc.gov.uk

The closing date for applications is Friday 16th August 2019