



Stratford-upon-Avon Town Council

**JOB DESCRIPTION – OPEN SPACES FOREMAN**

**Job Purpose & Role:** To manage a small team responsible for the upkeep of the Council's cemetery, closed churchyard, Remembrance and Tranquility gardens, open spaces and the maintenance and servicing of Council property and equipment. In addition, undertake any other duties which are commensurate with the grading and designation of the post, demonstrating awareness of and in compliance with the Council's Equal Opportunities Policy and Health & Safety Policy.

- Principal Duties:**
1. To prepare manning/job rotas and ensure staff understand instructions;
  2. To monitor staff absenteeism, sickness and manage leave entitlement;
  3. To ensure staff observe Health & Safety measures and wear protective clothing;
  4. In association with the Council's Health & Safety Consultant, prepare risk assessments prior to work being undertaken;
  5. To liaise with and manage outside contractors required to carry out services that are not performed in-house;
  6. To manage and ensure Cemetery budget remains on target;
  7. To liaise with Cemetery Clerk and undertakers with regard to funeral arrangements;
  8. To liaise with Cemetery Clerk to ensure burial records are kept up to date;
  9. To undertake and log memorial testing;
  10. To observe deadlines – funerals, civic or town events;
  11. To deal and advise the bereaved in an appropriate manner;
  12. To undertake or supervise chemical spraying;
  13. To manage but work as part of the cemetery/ open spaces team;
  14. To be able to, when necessary:
    - Grave digging (re-openers to a depth of 4.6ft);
    - Infilling graves;

- Strimming around graves and edges of lawns;
  - Mowing of lawns;
  - Hedge cutting;
  - Leaf collecting;
  - Verge clearance;
  - Tree pruning;
  - Chemical weed killing spraying;
  - Collection of general green debris;
  - Sweeping;
  - Path, slab, gravel laying;
  - Erecting and maintaining fences;
  - Maintenance of mowers and tools;
  - General DIY maintenance and servicing of Council property;
  - Erection and removal of equipment in relation to festivals and events;
15. To keep up to date with legislation and undertake all necessary training;
  16. To act as marshal during civic events when necessary and oversee or undertake any work related to civic events, particularly the Birthday Celebrations, at the direction of the Town Clerk;
  17. Maintain LANTRA accreditation to specifically meet the needs of land based and environmental activities of the Town Council.

**The Foreman must have:**

1. Excellent managerial and motivational skills;
2. The ability to manage but work as part of a small team;
3. The ability to work to certain deadlines;
4. A helpful and respectful disposition in dealing with the recently bereaved;
5. An ability to communicate effectively;
6. An understanding of IT and computer literacy;
7. A flexible approach.