IPSWICH
BOROUGH COUNCIL

Ipswich Borough Council
Job Description: **A03a**

Stonemason

Main Purpose Of Job

To provide a high standard of service delivery to those attending the cemeteries by ensuring memorials are safely installed, monitored and maintained and to undertake any other memorial work on behalf of service area customers.

Main Tasks

1. Undertake memorial stability checks in the Borough's cemeteries.

2 Inspect newly erected memorials placed by monumental masons to ensure they have been erected to the required standard.

3 To remove burial memorials, carry out additional inscriptions, clean, repair and restore and re-erect on behalf of service area customers.

4 To exclusively, inscribe new and present panels, tablets and niches located in the Temple of Remembrance.

5 To plan and mark out burial areas to ensure best use of cemetery land and burial allocation.

6 To assist in general grounds maintenance works, such as erecting signs, placing of benches and laying of paving slabs etc.

7 Set-out new memorial inscriptions, designs and measurements using Masonry Software
8 Sand blast inscriptions & designs using plotted templates.
9 Hand cut new and additional inscription and all associated tasks.
10 Check new memorials applications from external parties to ensure all regulations are met.
11 Receive and check products, delivery notes and dimensions for new memorial deliveries

Such variations as may be required from time to time without changing the general character of the duties shown or the level of responsibility entailed.