

POSITION DESCRIPTION

Position Title:	Gardener Cemeteries	Position Code:	
Division:	Infrastructure	Grade:	D
Location:	Dubbo	Hours/Week:	38 - 9 day fortnight
Reports to:	Team Leader Natural Resources		
No. Direct Reports:	Nil	No. Indirect Reports	Nil

Primary Purpose of Position

The Gardener Cemeteries is to assist the Team Leader in providing beneficial and cost efficient horticultural maintenance and installation service to the Local Government Area of Dubbo Regional Council. There is a primary focus on the maintenance of the city's cemeteries, however the position may be required to attend to other work as necessary. The position will also be required to coordinate funeral servicing for the Dubbo area which will involve the programming of funeral service works, digging and filling of grave plots and contractor supervision.

Key Accountabilities / Duties

Key Result Area	Primary Activities
Horticultural Maintenance	<ul style="list-style-type: none"> Provide horticultural services and maintenance in accordance with Agreed Briefs and Maintenance Service Levels ensuring all operations are technically sound, up to date and cost effective. Safely and effectively use and maintain a range of small plant and equipment for the purpose of maintaining cemetery grounds and digging grave plots. Interpret customer/client requirements and meet those requirements within policy/procedure framework. Respond to public enquiries, complaints and requests with regards to matters relating to the responsibilities of this position.
Assist the Supervisor with co-ordination of worksite activities.	<ul style="list-style-type: none"> To provide work related guidance and planning for cemetery maintenance to assist the Coordinator provide an efficient and effective service, together with promoting a positive image of Council. As required and approved, provide leadership and support to community groups involved in Recreation Open Space activities. As required and approved, act as the interface between the Branch and other Branches of Council and community groups.
To implement Council's Asset Maintenance Standards	<ul style="list-style-type: none"> To accurately record all information relating to the preparation of payroll timesheets, the ordering and acquittal of services, goods and materials To inspect Recreation Open Space assets for compliance with current maintenance Service Level Specifications.

Inherent Requirements of the Position

- Class C drivers licence
- MR licence
- Sound knowledge of WHS principles.
- Willingness to undertake further studies and training as required
- Pre-employment Health Assessment
- WHS Induction for Construction Work ticket.
- Chemical handling/application certificate.
- First aid certificate.
- This position is required to work outside, in public and non-public areas as part of the role, thus a reasonable level of fitness and good manual handling technique are inherent requirements of the role.
- This position is required to wear an approved DCC uniform at all times.

Selection Criteria

Essential

1. Certificate 3 in Horticulture or related field or willingness to gain accreditation within a two year timeframe.
2. Experience programing and undertaking funeral service operations.
3. Experience in maintaining high profile horticulture assets such as those found in cemeteries, parks and reserves.
4. Effective supervisory skills, experience in running small teams to meet and maintain agreed standards of performance.
5. Experience using small plant, large commercial mowers and backhoes.
6. Effective communication skills.

Desirable

7. Further studies in a horticultural or cemetery related field.

Organisation Wide Accountabilities

Corporate Values

All employees have a responsibility to uphold the values of Dubbo Regional Council being:

- Progressive
 - Be Curious, Courageous and Committed
- Sustainable
 - Balanced Approach To Growth and Opportunity
- One Team
 - Working Together
- Integrity
 - Accountable For Our Actions

Organisation Wide Accountabilities

Work Health and Safety	<p>All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:</p> <ul style="list-style-type: none"> • Complying with Council's WHS policies and procedures • Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others • Reporting any potential hazards, incidents or injuries to their Supervisor or People, Culture & Safety within 48 hours • Participating in any WHS consultation arrangements • Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace • Correctly using all personal protective equipment • Complying with emergency and evacuation procedures and site rules if applicable • The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy
Sustainability	<p>Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.</p>
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> • Council's adopted Code of Conduct. • Council's Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.

Acceptance:

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: