

POSITION DESCRIPTION

Labourer Cemeteries

Division	Liveable Communities
Department	Open Space and Recreation
Reports to	Parks Works Supervisor
Number of direct reports	Nil
Location	Taree Depot
Grade	Grade 2
Employment status	Full-time
Date approved	April 2024

Our Mission

“We deliver benefits for our community in a way that adds value and builds trust”.

Our Values

Organisational values are a critical component of our organisational culture. Council staff and management have created and adopted the following set of organisational values which help guide our decisions and behaviours.

Wellbeing	We value safety, security, health and happiness
Integrity	We are open, honest, accountable and take pride in all we do
Sustainability	We use efficiencies, innovation and cooperation to achieve sustainable results
Respect	We work together respectfully ensuring inclusion, equality and open communication

Position Overview

This position sits within the Community Spaces section and is responsible for the safe and efficient delivery of cemetery operations, including interment operations.

Key Accountabilities & Duties

- Perform safe, effective, and efficient cemetery operation activities to agreed standards, including manual excavation and backfilling of graves, ash interments and memorial plaque installations.
- Deliver safe, effective, and efficient open space and cemeteries maintenance and cleaning tasks as directed.
- Proactively report issues/defects associated with parks, reserves and cemeteries using approved Council systems.
- Operate a range of vehicle and plant items relevant to cemeteries and open space maintenance activities.
- Ensure plant, vehicles and equipment is operated and maintained in a responsible manner that minimises plant down time and is in accordance with Council requirements.
- Compliance with WHS and environmental requirements and procedures.
- Handle all dealings with the public in a professional and courteous manner.
- Record and provide information relevant to daily operations.
- Other duties within the employee's skill, competence and training as directed and in accordance with the Local Government (State) Award.
- Work Health & Safety - All Council staff are accountable for ensuring that they fulfil their specific responsibilities, duties and due diligence requirements under the NSW Work, Health & Safety legislation. Staff are also required to adhere to Council's relevant safe work instructions, policies and procedures.
- Equal Employment Opportunity (EEO) - All Council staff are required to adhere to Council's EEO policies and procedures.
- Delegations - All Council staff are required to comply with the financial and operational delegations issued to them as per Council's delegations register.

Essential Requirements





1. Current NSW Class MR Drivers Licence (or higher).
2. Basic knowledge and experience of cemeteries and open space operations, construction and maintenance activities.
3. Demonstrated ability to work in a team environment and ability to work with minimum supervision.
4. Demonstrated ability to develop and maintain constructive relationships and partnerships, both internally and externally, that contribute to the achievement of organisational outcomes.
5. Demonstrated ability to meet the focus capability requirements of this position as defined in the position capabilities.
6. Completed WorkCover accredited course in WHS general induction for construction work in NSW, including a demonstrated sound knowledge of Work, Health and Safety procedures and experience in the proper use of tools and equipment.

Position Capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose.

More detailed descriptors of capabilities are available at: <http://capability.lgnsw.org.au/?staff-member>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Foundational
	Display Resilience and Adaptability	Intermediate
	Act with Integrity	Foundational
	Demonstrate Accountability	Foundational
 Relationships	Communicate and Engage	Foundational
	Community and Customer Focus	Foundational
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	Deliver Results	Foundational
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected at MidCoast Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by MidCoast Council from time to time as necessary

Employee's signature:

Date:

HR USE ONLY

Is a Working with Children check required for this position?

Yes ☐

No ☒

Is a criminal record check required for this position?

Yes ☐

No ☒