

## POSITION DESCRIPTION

<b>Title:</b>	<b>Labourer Cemeteries and Rock Pool</b>
<b>Group:</b>	<b>Services</b>
<b>Reports to:</b>	<b>Leading Hand Cemeteries and Rock Pool</b>
<b>Grade:</b>	<b>9</b>
<b>Hours:</b>	<b>38 hours per week</b>
<b>Vehicle:</b>	<b>No</b>
<b>Position Code:</b>	<b>83064</b>
<b>Pre-placement Medical:</b>	<b>High Risk – Required</b>
<b>National Criminal Check:</b>	<b>Not Required</b>
<b>WCCC Check:</b>	<b>Not Required</b>
<b>Date Developed:</b>	<b>August 2018</b>

## Position Purpose

To lead and undertake cemetery, rock pool and civil activities to contribute to the construction and maintenance of Council's assets.

## Qualifications and Experience

*(Minimum required/essential for success in the job)*

### **Essential:**

- General Induction for Construction Work Certificate (White Card)
- Current Class C drivers license
- Traffic Controllers (stop/slow) Accreditation or ability to gain within probationary period
- Implement Traffic Control Plans Accreditation or ability to gain within probationary period
- Cemeteries and Crematoria Association of NSW (CCA) approved qualifications or ability to gain within probationary period
- Chemical Accreditation Certificate (Chemical Handling Certificate) or equivalent
- Competency in the operation of an Excavator
- Demonstrated work performance and knowledge, skills and experience in cemetery operations
- Knowledge and ability to work in rock (ocean) pool and civil works operations
- Ability to work in emotionally charged environments and understand the impacts of the grieving process on work activities in cemetery environments
- Well developed interpersonal and communication skills for effective liaison with work team, supervisor, coordinator, public and external bodies

- Ability to interpret and implement technical plans and work schedules
- Ability to work with minimal supervision, and prioritise daily work activities with a team environment
- Sound understanding and commitment to WHS and statutory requirements, quality standards and management systems
- Understanding of relevant practices and policies and legal and legislative requirements in this field
- Ability to use computers and mobile devices, particularly in the application of asset management software
- Physically capable to undertake task relevant to the position
- Experience in making suggestions to improvements to a quality management system or suggestions for other business improvements

**Desirable:**

- Certificate II in Civil Engineering or equivalent
- Local Government Experience
- Ability to record work costs
- Traffic Control Auditing Accreditation.
- Working Under Overhead Powerlines Accreditation
- Chainsaw Operator's Accreditation

## **Main Activities/Tasks**

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

Maintain Council's assets under your control as well as work for external client in the most satisfactory state of repair in accordance with budget allocation by:

- Utilise assigned resources associated with cemetery, rock and civil works to provide the most efficient and cost effective environment.
- Assist in the maintenance, repair, security and care of plant, equipment, tools and other Council assets assigned to or utilised by you or your team.
- Identify improvements in operations, maintenance requirements and other activities within area of responsibility.
- Undertake daily work in an emotionally charged environment and understand the impacts of the grieving process on work activities in the cemetery environment
- Operate plant within the cemeteries in preparation of burial plots and other required activities
- Assist in the estimation and review cost of works undertaken
- Communicate with the community and internal customers regarding maintenance or construction works including people grieving.
- Ensure accurate completion of staff and plant timesheets, dockets, daily diary (if required), daily/weekly checklists, accidents and incident reports and other organisational forms and reports as required.
- Ensure Council and Community comply with and assist with implementation of legislation and Council policy and procedures including Council's Cemetery Operations Policy, Operations Manual, code of Conduct, Procurement, Risk Management and other relevant policies and legislations.
- Implement necessary action to locate and protect public utilities on work site.

- Physically undertake cemetery, rock and civil labouring activities throughout the city
- Provide operational and technical advice to leading hand and Coordinator.
- Attend afterhours duty when required

Demonstrate effective leadership by:

- Continuing development of an organisational culture consistent with the Council's Purpose Approach and Values
- Provide leadership within areas of responsibility.
- Maintain technical competency and continually improve quality of service provided.

Commitment to Council's Sustainability Charter and responsibility to apply the principles of sustainability within the work practice areas outlined in the Position Description including implementing Environmental Management Systems

Assist in the operation and maintenance of the Works Depot

Perform other duties as required consistent with the objectives of the position.

### **Work Health & Safety**

- Actively participate in a safe and healthy working culture.
- Required to take reasonable care of self and others in the workplace
- Cooperate with all health and safety policies and procedures agreed to by management and staff
- Report any unsafe conditions that are identified
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.

### **Accountability and Behaviours**

- To ensure that they are accountable for their behaviours in the delivery of their duties noted in the position and other functions relating to their role.
- To conduct yourself at all times in accordance with Council's Core Organisation Values when dealing with Council, Community, Customers and Councillors (4C's).

### **Organisational Values**

- Apply and demonstrate Council's Core Organisation Values - Collaboration, Accountability, Integrity, Respect, Sustainability.