



METROPOLITAN
CEMETERIES BOARD



JOB DESCRIPTION FORM

Metropolitan Cemeteries Board
Cemetery Worker (Grounds)

POSITION DETAILS

Classification/Level	Level 3
Award/Agreement	Metropolitan Cemeteries Board (WA) Cemetery Employees Industrial Agreement 2016
Org Unit	Planning and Operations
Physical Location	Various

REPORTING RELATIONSHIPS

Number of positions Supervised: NIL

SUPERVISOR

Position Number	Various
Position Title	Team Leader (Grounds)
Classification/Level	Level 4

KEY WORK DESCRIPTION

This section provides a brief summary of the key functions of the position

This position is responsible for the landscaping and maintenance of MCB's cemetery sites and gardens, which includes:

- Carry out general maintenance of garden/lawn areas and grounds, ensuring a high standard in horticulture;
- Participate in large landscaping projects as directed (cemetery renewal); and
- Provide good customer service to MCB clients when required.

It is a requirement of the role to:

- Apply sound horticultural practices;
- Demonstrate good landscaping skills and abilities;
- Participate in teamwork by sharing experiences and knowledge with team members.

Employees may be required to work at any MCB site, according to organisational needs. Employees may be directed to undertake additional duties to assist the Crematorium operators, Chapel Attendants, or Cemetery Worker (Burial) teams.

ORGANISATIONAL CONTEXT

This section provides a synopsis of the Organisation and its goals

The Metropolitan Cemeteries Board (MCB) was created on 1 October 1988 to manage cemeteries in the Perth metropolitan area. The MCB is a fully self supporting statutory authority within the Western Australian Public Sector. The MCB reports to the Minister for Local Government; Community Services; Seniors and Volunteering; Youth. Revenue is raised from the fees and charges for the services and products provided at the MCB's cemeteries. Revenue raised is allocated for the provision of current and future operations and the development of facilities.

The Board of the MCB consists of a Chairman, Deputy Chairman and five members, all appointed by the Governor in Council and responsible to the Minister for Local Government; Community Services; Seniors and Volunteering; Youth.

Through the Chief Executive Officer, the MCB manages six cemeteries and memorial garden sites around Perth: Karrakatta, Pinnaroo Valley Memorial Park, Fremantle, Midland, Guildford and Rockingham Regional Memorial Park. The MCB also participates in the management of East Rockingham Pioneer Cemetery.

WORK DESCRIPTION

This section outlines the results and outcomes required of an individual in this position

ORGANISATIONAL DUTIES

- Participates as required in the development and implementation of the MCB's Operational Plans and other corporate initiatives.
- Participates as required in the development and implementation of appropriate work team plans.
- Establishes and maintains effective working relationships with peers and colleagues to achieve team and Division operational objectives.
- Participates in the MCB's performance management system.
- Undertakes all duties consistent with EEO, safety and health legislative requirements.
- Performs all aspects of the role honestly and in accordance with the MCB's Code of Conduct and its values of Compassion, Respect, Understanding and Integrity.
- Participates on relevant internal and/or external committees and and/or working parties.
- Other duties as directed, according to organisational needs.

CUSTOMER AND STAKEHOLDER MANAGEMENT AND LIAISON

- Maintains good customer relations in line with the MCB's Customer Service Charter.
- Investigates grounds maintenance complaints and enquiries and reports to the Team Leader or Operations Supervisor on day-to-day matters as appropriate.

GROUNDS POSITION DUTIES

Under the direction of Team Leader or Operations Supervisor undertakes the following:-

- Carries out general maintenance of garden/lawn areas and grounds - including raking, edging, mowing, weeding, and sweeping, as directed.

- Performs pruning duties (of shrubs etc.), as required.
- Performs planting duties, as required.
- Carries out pruning, dead heading and general maintenance of roses.
- Applies mulching and general soil conditioners.
- Uses and carries out basic maintenance of horticultural equipment, e.g. tractors, mowers, edger's, brush-cutters, as required.
- Applies general chemicals, as directed.
- Assists in general maintenance/construction duties, e.g. bricklaying, brick paving, grano-work, as required.
- Carries out landscaping projects (hard and soft), as directed.
- Assists in reclamation projects as directed, including removal of granite/marble ledgers and full monumental surrounds, concreting headstones.
- Upon completion of training, provides assistance to the Burials and Crematorium service, e.g. backfilling graves, providing assistance to Crematorium staff.

WORK RELATED REQUIREMENTS

ESSENTIAL PRE-EMPLOYMENT REQUIREMENTS

In the context of this position, demonstrate:

- Relevant Trade Certificate e.g. Certificate III in Horticulture.
Where an individual does not have formal qualification the following is required:
 - 4 years relevant and accumulated experience; and
 - Assessed as meeting the job requirements.
- The ability to work in a flexible team environment.
- A strong physical outdoor background.
- The ability to deliver consistent high standards in customer service.
- Sound interpersonal and verbal communication skills including the ability to communicate sensitively with people at all levels and from differing ethnic backgrounds.
- Show initiative, self-motivation and the ability to work productively unsupervised.
- Knowledge and/or experience or the aptitude to learn the operation of different machinery and its general maintenance. For example, horticultural equipment such as tractors and backhoes.
- Commitment to honest and ethical work practices and behaviour.

DESIRABLE:

- Basic knowledge of reticulation operation and maintenance.
- Experience in general maintenance / construction duties – e.g. bricklaying, brick paving, grano- work.

SPECIAL EQUIPMENT/REQUIREMENTS

C Class Driver's Licence required (manual) and MR Licence preferred.

ESSENTIAL PRE_EMPLOYMENT REQUIREMENTS


'Australian Permanent Residency' status is a minimum requirement for permanent appointments to the WA Public Sector.

A 100 point identification check will be conducted by the MCB prior to recommendation for appointment.

A pre-employment medical assessment including drug and alcohol screening and a baseline hearing test will be conducted by the MCB prior to appointment.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

Signature: 
Manager/Supervisor

Date: 20.9.16

Signature: 
Manager Human Resource and Organisational Development

Date: 20/9/16.