



METROPOLITAN
CEMETERIES BOARD



JOB DESCRIPTION FORM

Metropolitan Cemeteries Board
Cemetery Worker (Burials)

POSITION DETAILS

Classification/Level Award/Agreement	Level 3 Metropolitan Cemeteries Board (WA) Cemetery Employees Industrial Agreement 2018
Org Unit	Planning and Operations
Physical Location	Karrakatta or Pinnaroo, Midland and Guildford, or Fremantle and Rockingham

REPORTING RELATIONSHIPS

Number of positions Supervised: NIL

SUPERVISOR

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

KEY WORK DESCRIPTION

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

This role is responsible for:

- The safe preparation of grave sites, either manually (e.g. using a shovel) or mechanically (e.g. using an excavator).
- The safe interment of the deceased in graves, vaults or crypts, and re-instating of the site after interment.

The role is also required to assist the team with other general operation activities such as exhumations, cremations, garden/grounds care and maintenance and other activities.

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; Heritage; Culture and the Arts. 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; Heritage; Culture and the Arts.

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.
- Participates in ICT transformation and change management processes.
- 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.
- Refer complaints, enquiries and reports to the Team Leader or Coordinator on day-to-day matters as appropriate.

POSITION DUTIES - BURIALS

Under the direction of the Team Leader undertake the following:

- Carry out duties in a safe manner in accordance with MCB standard operating procedures.
- Identify and check the accuracy of the location of a grave site.
- Assess soil condition for the installation of appropriate shoring for each grave.

- Prepare graves for funeral services - digging with shovels and other hand tools or with machinery (excavator, skid steer and tractors), and using shoring systems as per the standard operating procedures (SOP). These duties are performed in all weather conditions and can be for sustained periods to meet rigid timeframes.
- Cover up excavated soil, placing out boards, supports and matting.
- Cover the excavation with boards immediately after completion of excavation, to protect the public and leave the site clean and tidy. Then remove cover boards shortly before the funeral is due to take place.
- Ensure the paths that the funeral cortege will walk are clear of litter, debris and free from obstructions leading up to and around the grave area.
- Meet and greet the funeral procession, discuss with the Funeral Director any safety issues so they are aware of the best placement for the coffin.
- Backfill the grave after the funeral service, by manual or mechanical means, removing all excess material and leaving the grave in a safe and clean environment.
- Undertake exhumations and lift and deepenings.

MAUSOLEUM ATTENDANT DUTIES

- Prepare crypts for interment in the Mausoleum.
- Take in funerals, meet and greet the funeral procession, discuss with the Funeral Director any safety issues.
- Assist with the safe interment of the deceased in vaults or crypts, and re-instatement of the crypts and worksite after interment.
- Undertake Mausoleum worksite activities including general maintenance, pre and post service maintenance, cleaning and maintaining amenities.
- Ensure the physical environment is maintained to MCB standards.

OTHER POSITION DUTIES

- Clean and maintain all plant, tools, equipment and vehicles used for the job regularly, and ensure security of all stock and equipment.
- Load and transport vehicles using safe and secure methods.
- Drive vehicles in a safe manner and not exceed the speed limit.
- Report any hazards, damage, incidents and accidents promptly.
- Utilise MCB's computer system to maintain records and book leave.
- Participate in machinery and equipment training as necessary.
- Carry out minor miscellaneous improvement works within the cemetery, crematoria and mausoleum.
- Assist the operations team with other operational activities such as cremations, chapel attendant duties, garden / grounds care and maintenance and other activities as directed.

WORK RELATED REQUIREMENTS

ESSENTIAL:

In the context of this position, able to demonstrate:

- Knowledge of and ability to undertake safe work practices using correct manual handling techniques.
- Demonstrated experience in performing physical labour.

- Ability to work effectively in a team and unsupervised.
- Effective verbal and interpersonal communication skills to relate respectfully with people at all levels and from different cultural backgrounds.
- Show judgement, initiative and common sense.
- An understanding of machinery operations and maintenance.
- Commitment to integrity, honest and ethical behaviour and work practices.

DESIRABLE:

- Hold Safety (White Card) and/or First Aid Certification.
- Willingness to learn and develop computing skills appropriate to the role.

SPECIAL EQUIPMENT/REQUIREMENTS

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

Operating medium rigid vehicles; including horticultural equipment, tractor, front end loader, backhoe/ excavator and skid steer.

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: 7.9.18

Signature: 

Manager Human Resources

Date: 7/9/18.