



METROPOLITAN  
CEMETERIES BOARD



## JOB DESCRIPTION FORM

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**Metropolitan Cemeteries Board  
Cemetery Worker (Grounds)**

### POSITION DETAILS

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<b>Classification/Level</b>	<b>Level 3</b>
<b>Award/Agreement</b>	<b>Metropolitan Cemeteries Board (WA) Cemetery Employees Industrial Agreement 2018</b>
<b>Org Unit</b>	<b>Planning and Operations</b>
<b>Physical Location</b>	<b>Various</b>

### REPORTING RELATIONSHIPS

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**Number of positions Supervised: NIL**

### SUPERVISOR

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

### KEY WORK DESCRIPTION

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*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**

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*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**

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*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 Coordinator on day-to-day matters as appropriate.

### **GROUNDS POSITION DUTIES**

Under the direction of Team Leader or Operations Coordinator 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 mulch and general soil conditioners.
- Uses and carries out basic maintenance of horticultural equipment, e.g. tractors, mowers, edgers, brushcutters, 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, and concreting headstones.
- Upon completion of training, provides assistance to the Burials team and Crematorium, e.g. backfilling graves, providing assistance to Crematorium staff and in chapels.

## **WORK RELATED REQUIREMENTS**

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### **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.
- Experience in a physical outdoor environment, including experience in, or the aptitude to learn, the operation of horticultural machinery and its general maintenance.
- Sound interpersonal and verbal communication skills including the ability to communicate sensitively and the ability to deliver high standards of customer service.
- Show initiative, self-motivation and the ability to work productively unsupervised.
- C Class Driver's Licence (manual)
- Basic level of computer literacy including Microsoft Windows and Internet use.
- 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.
- Hold a MR Licence

### **SPECIAL EQUIPMENT/REQUIREMENTS**

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Horticultural equipment, e.g. tractors, medium rigid vehicles, mowers, mulchers, etc.

## **ESSENTIAL PRE-EMPLOYMENT REQUIREMENTS**

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

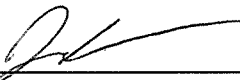
A 100 point identification check will be conducted by the MCB prior to recommendation for appointment.

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**

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

Signature:   
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Manager/Supervisor

Date: 30/8/19

Signature:   
\_\_\_\_\_  
Manager Human Resources

Date: