

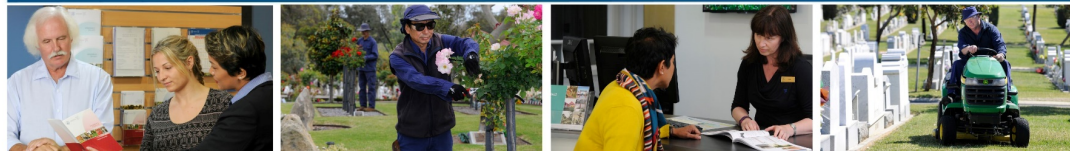


METROPOLITAN  
CEMETERIES BOARD



# JOB DESCRIPTION FORM

OUR VALUES: Compassion, Respect, Understanding and Integrity



## Cemetery Worker (Grounds)

**Classification:** Level 3

**Division:** Operations

**Position Number:** Various

**Directorate:** Central, Northern, Southern

**Location:** Metropolitan sites

**FTE Managed:** 0

**Leadership Context:** Personal Leadership

**Award/Agreement:** Cemetery Boards (WA) Cemetery Employees Agreement 2022 (as amended)

### About the position

The [Cemetery Worker \(Grounds\)](#) primary role is to carry out general landscaping and maintenance of garden/lawn areas and grounds across all MCB sites.

### About the Metropolitan Cemeteries Board

The Metropolitan Cemeteries Board (MCB) is a statutory authority responsible for the sustainable management of cemeteries in the Perth metropolitan area: Fremantle, Guildford, Karrakatta, Midland, Pinnaroo Valley Memorial Park, Rockingham Regional Memorial Park and Gnangara Aboriginal Cemetery.

The MCB is a leader in cemetery management, delivering caring and sensitive experience with burial, cremation, memorialisation, community engagement and record keeping services, and is responsible for the licensing of Funeral Directors and Monumental Masons operating at MCB cemeteries.

The [Cemetery Worker \(Grounds\)](#) is responsible for working as part of a small team to maintain the general maintenance and landscaping of cemetery sites and gardens to a high standard.

### Corporate responsibilities

- Works within corporate policies and procedures, acts with integrity and demonstrates ethical behaviours in accordance with the MCB Code of Conduct.
- Takes reasonable care to protect your own health and safety at work, and that of others by co-operating with the health and safety policies and procedures and complying with applicable work health and safety legislation.
- Performs other duties as required.



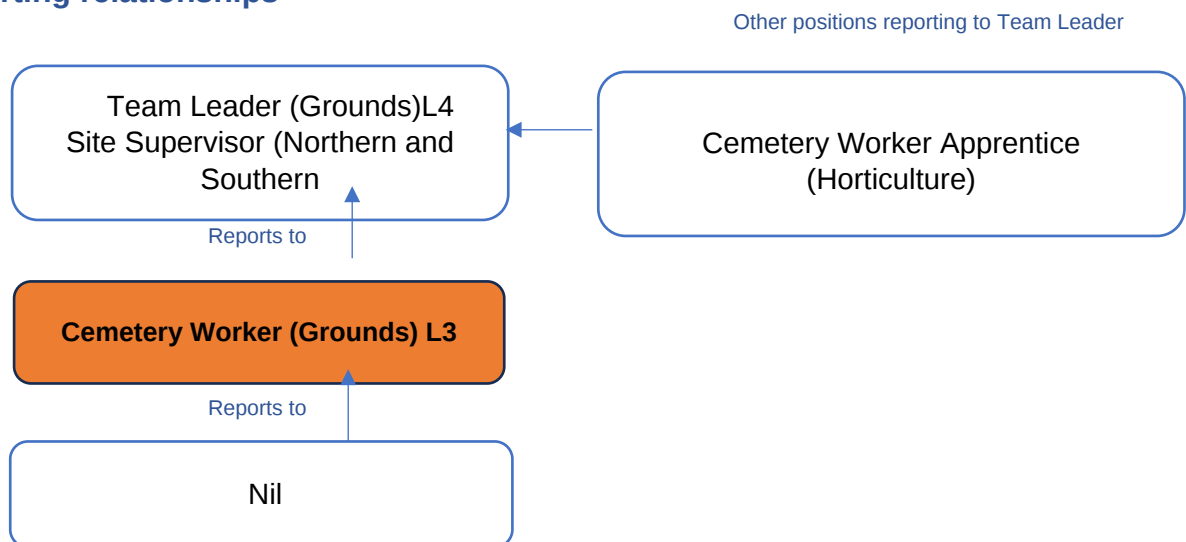
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## What the position involves

### Grounds Maintenance

- Carries out and maintains general maintenance and the landscaping of garden/lawn areas and grounds such as:
  - o raking, edging, mowing, weeding, sweeping, mulching, pruning, deadheading and overall maintenance of rose gardens, shrubs and surrounding monuments/headstones.
  - o perform planting duties as required.
  - o Handles and applies general chemicals and soil conditioners.
- Operates and performs basic maintenance on horticultural equipment e.g. tractors, mowers, edgers as required.
- Participates as required in the development and implementation of appropriate work team plans.
- Reports and assists in the timely resolution of grounds maintenance complaints and enquiries ensuring actions and outcomes are reported to the Team Leader or Site Manager
- Upon completion of appropriate training, provide assistance to the Burials and Crematorium teams by assisting with backfilling graves, and providing assistance at the Crematorium when required and directed.

### Reporting relationships



### Capabilities required – the behaviours necessary to perform the role

We consider all our people leaders and as such we expect our people to adopt the expected behaviours and associated mindsets outlined in Building Leadership Impact and Leadership Expectations. For this role the expected behaviours are demonstrated in the context of [Personal Leadership](#). The Personal Leadership context is about the work of individuals not yet in traditional leadership positions who make a direct and immediate difference to the agency.

- **Lead collectively:** You focus on quality when completing tasks, taking care to use accurate information, follow correct policy and procedures and pay attention to details.



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- **Think through complexity:** You think through complexity by following set procedures and applying your knowledge, skills, and experience to identify problems as they arise.
- **Dynamically sense the environment:** You seek to understand expectations and problems by listening actively and asking clarifying questions. You listen to and understand the needs of others in your work environment.
- **Deliver on high leverage areas:** You are positive and professional in your approach at all times, even when under pressure.
- **Build capability:** You actively contribute to the development of the team's capabilities ensuring you support your team members. You are approachable and receptive to all members in your team.
- **Embody the spirit of public service:** You complete our work practices in accordance with policies and procedures and seek clarification and guidance as necessary.
- **Lead adaptively:** You continuously seek to understand your personal strengths and areas for improvement.

### Work related requirements - matching the right person to the job

The selection process includes assessing applications against the role specific requirements listed below and includes the ability to demonstrate how you apply the expected behaviours.

1. Certificate III in Horticulture, or substantial demonstrated experience in landscaping/horticulture (**you think through complexity and build capability**).
2. Experience in operating and general maintenance of horticultural equipment e.g. mowers, edgers, mulchers, brush cutters and tractors (**you deliver on high leverage areas**).
3. Experience working in a physically demanding outdoor environment, within a flexible team environment, and work productively unsupervised (**you lead collectively**).
4. Experience and the ability to undertake safe work practices e.g. manual handling techniques (**you dynamically sense the environment**).
5. Sound interpersonal and verbal communications skills including the ability to communicate sensitively and deliver high standards of customer service (**you lead adaptively and embody the spirit of public service**).
6. Basic level of computer literacy such as basic Microsoft Word and internet use (**you build capability**).


### Desirable

- Current and valid Western Australian Driver's Licence

### Other requirements

- A satisfactory National Police Clearance (no older than 6 months from date of issue) or be able to meet the requirements of a National Police Clearance prior to appointment.
- Ability to successfully pass a pre-employment medical assessment (includes drug and alcohol testing and baseline hearing test)

### Certification:

Date Registered	Date Classified	Delegated Authority
30 / 5 /2024	N/A	
Joy Brown Acting Manager, Human Resources		



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*The Government of Western Australia acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters, and community. We pay our respects to all members of the Aboriginal communities and their cultures, and to Elders both past and present.*



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