



METROPOLITAN
CEMETERIES BOARD



JOB DESCRIPTION FORM

OUR VALUES: Compassion, Respect, Understanding and Integrity



Cemetery Worker (Burials)

Classification: Level 3

Division: Operations

Position Number: Various

Directorate: Central, Northern and 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 \(Burials\)](#) is responsible for the safe preparation of grave sites and the safe interment of the deceased in graves, vaults or Mausoleums and re-instating the site after interment.

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 \(Burials\)](#) position is required to assist the team with general operational activities such as exhumations, cremations, garden/grounds care and maintenance and other activities as required.

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

Burials Preparation

Under the direction of the Team Leader (Burials) undertake the following duties:

- Identify and check accuracy of the location of the grave site.
- Perform duties in the preparation of graves for funeral services, including:
 - Digging with shovels and hand tools (manual preparation) or with machinery such as excavator, skid steer and/or tractors (mechanical preparation).
 - Ensure excavated soil is covered prior to funeral service, secure boards around gravesite and other supports e.g. laying matting around gravesite.
 - Liaise with Funeral Directors on any safety issues with gravesite to ensure best placement on for the coffin and sight and sign all relevant paperwork.
 - Ensure paths to be taken by funeral cortege to gravesite are clear of litter, debris and free from any obstructions.
 - Once funeral has taken place, and attendees have left the area backfill grave, removing all excess materials and leaving the grave in a safe and clean state.
- Undertake exhumations, lifts of coffins or deepening of gravesites to accommodate multiple coffins in line with standard operating procedures.

Mausoleum Attendant

- Undertake Mausoleum worksite activities including preparing burial chamber for interment in the Mausoleum, general maintenance, pre and post service maintenance, cleaning and maintaining site amenities.
- Liaise with Funeral Directors regarding any safety issues and sight and sign relevant paperwork.
- Meet and greet funeral processions and provide assistance as required.
- Assist with the safe interment and reinstatement of vaults or burial chambers and ensure worksite area is returned to a clean, safe environment after interment has taken place.

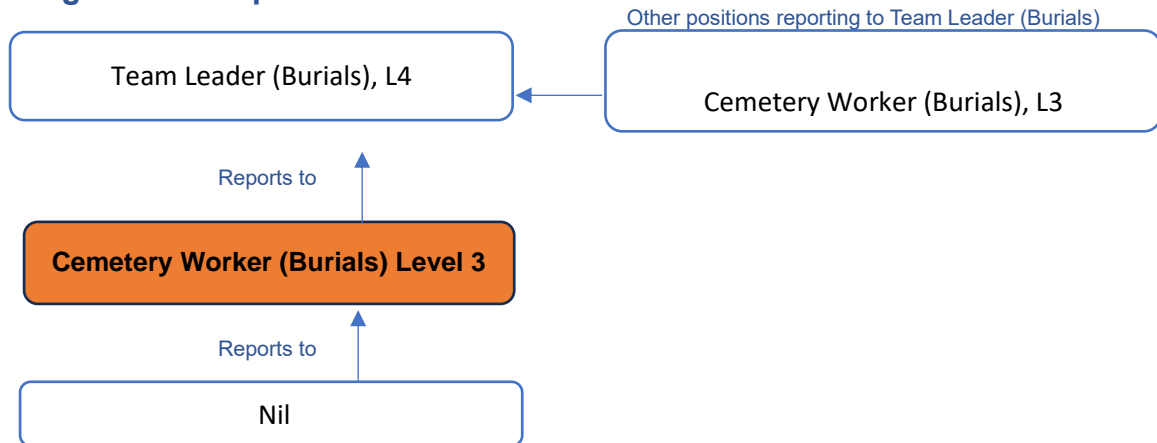
General

- Clean and maintain all plant, tools and equipment used in the preparation of graves.
- Load and transport vehicles, ensuring vehicles are driven in a safe and appropriate manner on site.
- Assist the operational teams with other operational activities such as cremations, garden/grounds maintenance and care and other operational activities as required and directed.



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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 motivating and enabling others to deliver high quality work that contributes 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.
- **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 understand importance of sharing your technical skills and knowledge.
- **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. Demonstrated experience in performing physical labour (*you embody the spirit of public service*).
2. Effective verbal and interpersonal communication skills to relate respectfully and with compassion in highly emotional environment with people at all levels, and from different cultural backgrounds (*you dynamically sense the environment*).
3. Knowledge of machinery operations and maintenance (*you build capability and think through complexity*).



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4. Knowledge of and ability to undertake work practices with an emphasis on safety and using correct manual handling procedures. (you lead collectively and deliver on high leverage areas)
5. Basic level of computer literacy in Microsoft Word and Internet use. (you lead adaptively)


Desirable

- White Card
- Current First Aid Certificate
- MR Drivers licence
- Experience operating medium rigid vehicles and horticultural equipment e.g. tractor, front end loader, backhoe/excavator

Other requirements

- Current and valid Western Australian driver's licence
- A satisfactory National Police Clearance check (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 (including 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		

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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