

POSITION DESCRIPTION

Job title:	Grounds Person / Gravedigger Parks and Gardens Apprentice
Job Type:	Full time – 38 hours per week – 7.30am to 4.30pm Monday to Friday
Supervisor/Manager	Operations Supervisor

Geelong Cemeteries Trust is an incorporated entity of the Victorian public sector. The Trust manages 21 cemeteries within the Geelong, Surf Coast, Queenscliff, Colac Otway and Gisborne Regions , including Geelong Memorial Park and Crematorium.

DUTIES OF THE POSITION

The person in this position reports to the Operations Supervisor, and in their absence, the Deputy Operations Manager and will be responsible for general ground duties. Travel to other sites administered by the Trust may be required. Employees may be required to travel in the Heavy Rigid Truck with the backhoe to perform grave digging duties at any of the Trust's properties.

Training:

Undergo training in all aspects of this position, to enable the appointee to obtain qualifications of a Cert 3 in Parks and Gardens, as well as obtain qualifications in plant and equipment operated by the Trust (as relevant) and perform all duties to the standard required in a manner which promotes health and safety in the workplace.

Grounds Maintenance:

Perform all necessary grounds duties to ensure the property is maintained to a high standard. These duties will include, but not be limited to the following:

Lawn mowing – rider mower (registered)	Gardening
Lawn mowing – push motor mower	Weed spraying
Line trimming	Digging

Attend other cemeteries administered by the Trust as directed, to assist with grounds care.

Grave digging:

- Dig and backfill graves by backhoe, excavator, skid steer, front end loader or hand.
- Provide directional instructions to another backhoe operator, when digging a grave.
- Drive a 4.5 tonne (Manual) tipper truck, including towing plant trailers.

Other Duties:

Other duties as directed, including but not limited to:

- Placement of lowering device on a grave and final preparation of the area, prior to a funeral.
- Installation of trench shoring and other safety measures.
- Heavy manual laboring work, including the occasional digging of a grave by hand when backhoe access to the site is not available.
- Working in a manner which promotes health and safety in the workplace, having regard to the health and safety of the appointee, co-workers and the public.

SKILLS and EXPERIENCE

- Valid manual driver's license
- Ability to understand direction

CONDITIONS OF EMPLOYMENT

Conditions of employment shall be as prescribed in the:

- Geelong Cemeteries Trust Outdoor Staff Agreement 2017
- Hours of work shall be on weekdays, from 7.30 a.m. to 4.30 p.m., with one hour for lunch.

As per the Staff Agreement, the employee has the opportunity to take a Rostered Day off (RDO) for each four weeks worked, or in lieu of the RDO, receive two hours overtime each week at double time.

The Trust will require that a reasonable amount of additional overtime also be worked, including Saturdays, Sundays and Public Holidays if required, as well as agreeing to work on a weekend roster (if implemented) per the Geelong Cemeteries Trust Outdoor Staff Agreement 2017.

HEALTH AND SAFETY

The employee will be required to provide a written agreement to work in a healthy and safe manner at all times, to the directions of the relevant supervisors.

The Trust will provide all personal protective equipment (PPE).

The employee will be required to work outdoors in all weather conditions, and be subject to everyday occurrences of outdoor work. The wage rate includes compensation for the disabilities associated with this work.

As employees are required to drive registered plant items within Trust properties as part of their duties, an employee must advise the Chief Executive Officer of the Trust immediately if the employee ceases to hold a licence to drive a motor vehicle on roads in Victoria. This may result in termination of the employment by the Trust.

D.L. THOMAS OAM
Chief Executive Officer