



SPECIFICATION OF DUTIES

Job title:	Grave Digger / Grounds Maintenance
Job Type:	Full time – 38 hours per week – 7.30am to 4.30am Monday to Friday
Location:	Eastern Cemetery
Supervisor/Manager	Operations Coordinator

Geelong Cemeteries Trust is an incorporated entity of the Victorian public sector. The Trust manages cemeteries within the Geelong, Surf Coast, Colac Otway and Macedon Ranges regions

1. DUTIES OF THE POSITION

The person in this position reports to the Operations Coordinator, and in their absence, Operations Manager, and will be required to perform all general grave digging and grounds maintenance duties. The employee 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.

Grave digging:

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

Grounds Care:

Provide all grounds duties predominately at all Geelong Cemeteries Trust sites 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

Cemeteries of the Trust

- | | | | | | |
|--------------------|----------------|----------------|-----------------|-----------------------|---------------------|
| • Geelong Eastern | • Grovedale | • Leopold | • Portarlington | • Whoorel, Birregurra | • Geelong Memorial |
| • Geelong Western | • Mount Duneed | • Drysdale | • Lorne | • Warncoort | Park & Crematorium, |
| • Barrabool Hills, | • Mount Moriac | • Queenscliff, | • Colac | • Flinders Memorial | Armstrong Creek |
| Highton | • Winchelsea | Point Lonsdale | • Beeac | Park, Lara | • Gisborne |



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.
- Provide assistance to Funeral Directors for graveside coffin transfers
- 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.
- Assist the Memorial Liaison Officer to inspect memorial installations by Stone Masons and install Trust supplied memorials as required.
- 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.

Training:

The employee will be required to undergo training in all aspects of this position, to enable the appointee to obtain qualifications (as relevant) and perform all duties to the standard required in a manner which promotes health and safety in the workplace.

SKILLS and EXPERIENCE

- First aid certificate
- Valid manual driver's license
- Accreditation in operation of Backhoe, skid steer, frontend loader, excavator and other machinery as identified by trust operations
- Ability to work unsupervised
- Ability to understand Trust policy and procedures as they relate to the duties identified above.
- Ability to represent Geelong Cemeteries Trusts at funerals as an authorised officer.

CONDITIONS OF EMPLOYMENT

- Conditions of employment shall be as prescribed in the Geelong Cemeteries Trust Outdoor Staff Enterprise Agreement 2017 -2021.
- You have the option to take one Rostered Day Off for each four weeks worked, or to be paid 2 hours overtime each week at double time rates.
- Hours of work would be the usual times of 7:30am to 4:30pm weekdays with one hour for lunch. Any additional hours work over the ordinary 8 hours will be paid as overtime.
- The Trust may require that a reasonable amount of additional overtime also be worked as per the Geelong Cemeteries Trust Outdoor Staff Enterprise Agreement 2017 -2021.

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- Warncoort
- Flinders Memorial Park, Lara
- Geelong Memorial Park & Crematorium, Armstrong Creek
- Gisborne



3. HEALTH AND SAFETY

- The appointee 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 supervisor.
- The appointee will be required to work indoors and outdoors in all temperature 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 appointee ceases to hold a licence to drive a motor vehicle on roads in Victoria.

Duties as Required

As the Trust encourages the philosophy of multi-skilling, other duties as required from time to time by the Management including, but not limited to, creditors, debtors and general accounting functions, cemetery records audits and reviews, or attendance at community engagement events.

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