



## MOUNT ISA CITY COUNCIL POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Sexton/ Cemetery Caretaker
<b>EMPLOYMENT STATUS:</b>	Full-time
<b>AWARD CLASSIFICATION:</b>	Level 5 Queensland Local Government Industry (Stream B) Award - State 2017 in conjunction with Mount Isa City Councils Certified Agreement 2018
<b>DEPARTMENT:</b>	Infrastructure Services
<b>POSITION</b>	Parks and Gardens

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### POSITION OBJECTIVE

This position undertakes the day to day operation of the Cemetery by providing on site maintenance whilst ensuring Workplace Health and Safety and public safety requirements are maintained within the grounds of the Cemetery.

### ORGANISATIONAL RELATIONSHIPS

Reports to: Team Leader Parks & Gardens

Supervises: Nil

### REQUIREMENTS OF THE POSITION

#### Skills, Knowledge and Experience

- Literacy and numeracy skills to maintain Cemetery Register;
- Proven ability to work with minimal or no supervision and to prioritise workloads and tasks;
- Proven previous experience in the maintenance of Parks and Gardens and general landscaping experience;
- Ability to plan work and complete within agreed time frames and costs;
- Sound communication skills to deal effectively with the general public;
- Approachable and courteous;
- Self-motivated;
- Working Knowledge of Workplace Health & Safety legislation and procedures; and
- Understanding of customer focus in Council operations.

#### Qualifications

- Current 'C' Class Drivers Licence;
- Plant operator Tickets for Backhoe and Loader;
- Past demonstrated operation of Tractor / Slasher, Ride on Mowers, Whipper Snipers and other grounds keeping machinery;
- Confined Space ticket;
- Possession of a General Safety Induction (Construction Industry) 30215 "Blue Card" or be willing to obtain one.



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**Training**

- Must be willing to undertake and successfully complete training deemed essential for the position in accordance with Council's Training Matrix.

**Physical Requirements**

- It is an inherent requirement of the position to be able to occasionally lift weights up to 10 kg;
- Work outdoors in all weather conditions;
- Sit continuously for extended periods of time;
- Walk on uneven terrain.

This position requires the incumbent to maintain a level of fitness to be capable of carrying out the physical requirements of the position.

**KEY RESPONSIBILITIES**

This position is responsible for the following areas and includes but is not limited to:

- Required to live on-site and maintain Council owned dwelling and abide by the conditions set out in Council's Tenancy Agreement;
- Grounds maintenance including turf maintenance, pest and disease control, pruning, hedging, fertilising, minor building maintenance;
- Using a range of equipment including hand tools, backpack blowers, hedgers, brush cutters, chainsaws, push and ride on mowers;
- General landscape construction;
- Planting trees, shrubs, and annuals including assistance of planting plans;
- Turf management (laying turf and regular maintenance) including assistance with establishing spray and fertilising schedules and determinations;
- Communicate effectively with Funeral Directors, Clergy, families and visitors;
- Organise grave excavation and prepare grave sites in Mount Isa and Camooweal;
- Re-organise water and mowing schedules to not conflict with funerals;
- Organising backfills of graves after funerals;
- Recording and maintenance of cemetery register;
- Construction and installation of headstones;
- Identify and report any hazards to Team Leader Parks & Gardens and undertake repairs or replacement in a timely manner;
- Ensure all equipment and tools are in a safe, serviceable condition and stored and secured in an appropriate manner;
- Ensure correct usage of all tools and equipment at all times;
- Open and close cemetery gates each day;
- Assist the public with enquiries outside of normal hours;
- Fulfil Workplace Health & Safety responsibilities in accordance with Council's Workplace Health and Safety Policy and Government Legislation;
- Other relevant duties as required from time to time which would generally fall within the scope of this position.

**KEY PERFORMANCE INDICATORS**

- Provision of professional advice in accordance with relevant legislation and recognised industry standards;
- All assigned tasks completed professionally and on time;
- Regular and systematic performance reporting to the Supervisor evidenced through the completion of projects within agreed timeframes and budget;
- Accountable for positive health and safety practices;
- High level of confidentiality maintained;
- High level of customer service evidenced;
- High level of participation and commitment to team outcomes;



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- All liaisons carried out in a professional manner being a positive ambassador for Mount Isa City Council;
- Consistently meets corporate obligations;
- Develops, promotes and complies with council policies and procedures;
- Other targets as outlined in a Performance Review are achieved;
- Effectively process customer complaints ensuring compliance with Councils Policy and Procedure.

**DELEGATION AUTHORITY AND ACCOUNTABILITY**

- As per Council's Delegations of Authority;
- Authorise expenditure in accordance with Council's Procurement Manual;
- Other delegations as determined by the CEO or Council.

**ORGANISATIONAL COMMITMENTS**

To comply with the requirements of all Mount Isa City Council policies and procedures as amended from time to time, including but not limited to:

- Comply with customer service standards;
- Comply with Council's Code of Conduct;
- Comply with and actively promote and ensure compliance with Council's EEO Policy;
- Comply with Human Resources policies and procedures;
- Comply with Work Health & Safety legislation, policies and procedures;
- Comply with Records Management policies and procedures.

**WORK HEALTH AND SAFETY**

All employees of Council have a legal obligation to comply with Work Health and Safety legislation including Council's Work Health and Safety Management System; Safeplan and Council policies, procedures and work instructions. This framework is established to ensure the health and safety of employees, contractors, visitors, volunteers and the public.

Employees are required to perform all work and associated functions in a safe manner and to identify and report any concerns, near misses and incidents/accidents to Councils WH&S Officer and Supervisor.

As a condition of your employment, you agree to undertake the full immunisation program specific to your role to ensure that you are protected against any possible risks.

**GENERAL**

All employees must comply with all reasonable and lawful directives given in the workplace and must undertake other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

Position Descriptions do not provide a definitive list of duties and responsibilities and as such Council reserves the right to alter this position description from time to time. Council expects employees to accept variations to their work within the classification level therefore Council may initiate changes through consultation with the position holder. On an annual basis the employee and appropriate Supervisor/Department Manager should review the position description for currency.



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<b>SELECTION CRITERIA</b>		<b>WEIGHTING (%)</b>
SC1	Demonstrated experience in ground maintenance techniques and machinery operation (mower and whipper snipper).	MANDATORY 30%
SC2	Sound written literacy and numeracy skills and effective communication skills.	20%
SC3	Willingness to assist the public in an approachable and courteous manner.	25%
SC4	Working knowledge of workplace health and safety practices and requirements and the ability to foster a safe working environment and promote safe working techniques	25%

**AUTHORISATION**

CEO: David Keenan

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date originated: 1 June 2011

Date reviewed: 4 May 2021

**EMPLOYEE DECLARATION**

I, the undersigned acknowledge receiving a copy of the Sexton/Cemetery Caretaker Position Description:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_