

<b>TITLE:</b>	Cemetery Team Member (Grave Digger)
<b>AWARD &amp; CLASSIFICATION:</b>	Cemetery Employees (SA Authorities) Award and Weekly Paid Enterprise Agreement
<b>SECTION:</b>	Operations

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## **JOB SPECIFICATION**

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### **1. Broad purpose of position**

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The Cemetery Team Member provides a range of field and machine operations including grave-digging, horticultural maintenance, general labouring, customer service and related support activities which contribute to the efficient, sensitive and effective operation. Cemetery Team Members are required to rotate across all work sites aligned to business needs.

### **2. Our Values**

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At the Adelaide Cemeteries Authority, we fulfil a unique role within the community. At our heart, we provide essential services and information to help people navigate one of life's most significant and challenging events; death. While Our Values underpin our literal and operational function, they also express what we as an organisation stand for and drive the way we present ourselves and our cemeteries, the way we work together as an organisation, the way we make decisions and more importantly the way in which we treat our customers. In short, this is the underlying ethos and driving force behind the organisation and as employees of the Adelaide Cemeteries Authority it is important that we live and breathe these values.

#### **We are PROUD**

We are proud of our cemeteries, the services we provide and the privileged role we **play** in people's lives.

#### **We are APPROACHABLE**

We are warm, welcoming and supportive towards each other, our customers and the wider community.

#### **We are UNDERSTANDING**

We listen and meet the needs of people better than anyone else.

#### **We are PROGRESSIVE**

We demonstrate pace and ambition, future focus and a desire to continuously improve.

The way in which prospective clients, industry partner and the community respond to the Adelaide Cemeteries Authority will be largely determined by how we embrace what we do and what we stand for. At the core of this are Our Values.

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### **3. Reporting/working relationships**

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The Cemetery Team Member is accountable to the Cemetery Team Leader at each site and may also be subject to direction from the Project Officer, Horticulture.

The position has direct contact with funeral directors, families, members of the public, and other external service providers. With their strong customer focus and need for sensitivity, these working relationships are crucial to the success of the Adelaide Cemetery Authority.

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### **4. Key responsibilities and associated activities**

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- 4.1 Participate in the day to day work program for the efficient and effective operation of the cemetery.
- 4.2 Display proficiency in the work activities undertaken in the work team and as required, undertake training and attain necessary certification or qualification relating to the operation of machinery and equipment.
- 4.3 Hold appropriate licenses to operate equipment associated with garden and turf maintenance including but not limited to:-
  - Excavator
  - Front End Loader
  - Trench Shoring.
  - Skid Steer Loader/Back Hoe
  - Fork Lift
  - Chainsaw
  - Road Traffic management.(Training will be provided by the Authority as required.)
- 4.4 Operate all equipment associated with the preparation and clearing of burial activities including but not limited to:-
  - Elevated Platform up to 11m.
  - Exhumations
  - Lifting and Deepening.
  - Working in confined spaces
  - Chainsaw.(Training will be provided by the Authority as required.)
- 4.5 Operate all equipment associated with the mausoleum and internments.
- 4.6 Operate all equipment associated with the crematorium.
- 4.7 Perform a range of manual tasks including hand digging as required.
- 4.8 Participate in and assist co-workers with training related to: -
  - Operational practices and procedures including induction.
  - Quality standards and requirements.
  - WHS policies and procedures.
  - Cemetery layout and site locations.

- 4.9 Assist the Team Leader as required and contribute to the development of new cemetery gardens/burial sites and refurbishment projects.
- 4.10 Complete minor repairs and maintenance work as required.
- 4.11 Assist in a relieving capacity in other operational positions either on site or at another Authority cemetery location as required.
- 4.12 Assist in a relieving capacity in the crematorium as required.

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## **5. Additional Organisational Requirements**

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- 5.1 A willingness and commitment to working some out of hours work is required.
- 5.2 A flexible approach to the taking of leave is required.
- 5.3 A current full driver's license without endorsed limitations.
- 5.4 Will be required to participate in an approved performance management program.
- 5.5 The incumbent will be required to submit to a police offender history check.
- 5.6 Commitment to the principles and practices of Ethical conduct, equity and respectful behaviour within the workplace.
- 5.7 Continuous improvement and quality assurance.
- 5.8 High quality, sensitive customer service delivery standards.

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## **6. Work Health Safety requirements (Employees)**

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- 6.1 Take reasonable care of the health and safety of yourself and others by striving to comply with Work Health & Safety requirements.
- 6.2 Must not undertake any task unless you have been adequately trained and qualified in accordance with prevailing legislation and regulations.
- 6.3 Ensure that you and your fellow employees utilise at all times safe working procedures and personal protective equipment applicable to the task to be undertaken at all times. This obligation applies to each and every aspect of work to be carried out by all employees, contractors and volunteers.
- 6.4 Immediately report any condition, which threatens your safety, the safety of a co-worker or member of the public.
- 6.5 Where necessary, take immediate corrective action where something poses a threat to health and safety. Further, report and document any corrective action to the appropriate supervisor to ensure that the situation does not recur.

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## **7. Environmental Awareness**

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- 7.1 Contribute to the successful implementation of the Authority's Environmental Management Plan by complying with the Authority's environmental policies and by taking appropriate action regarding in areas such as:
  - Being familiar with the requirements of the Environmental Management Plan;
  - Participating in environmental awareness training;

- Minimising power and lighting requirements;
- Commitment to conserving water;
- Minimising the generation of waste from business operations;
- Recycling office consumables such as paper, toner cartridges, and cardboard; and
- Recycling glass and steel materials where possible.

These commitments are to be considered in conjunction with WH&S requirements.

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## PERSON SPECIFICATION

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### QUALIFICATIONS

- **Essential** – Nil
- **Desirable** – Relevant Horticultural, trade or project planning or studies working towards a completed qualification.

### KNOWLEDGE, SKILLS AND EXPERIENCE

#### Essential

- Ability to communicate effectively and interact with co-workers, managers and the public.
- Ability to work within a team environment and adapt to changing priorities.
- Willingness to be trained in the use of machinery and equipment used in cemeteries.
- Willingness to use the equipment you have been trained in.
- Capability to undertake physical work in an outside working environment.
- Willingness to relief and/or assist in other operational positions across sites.
- Understanding of safe working practices.
- Experience in landscaping and and/or maintaining park and garden areas.

#### Desirable

- Understanding of the functions and services of the Authority.
- Prior experience working in cemeteries.
- Experience in the operation of machinery or equipment used in grounds development or maintenance.
- Experience with irrigation system installation/maintenance.