

Position Description



Position Title:	Gravedigger
Department:	Burial operations
Classification:	Outdoor Level 2
Reports to:	Outdoor supervisor – west
Region:	West region
Primary Location:	Altona
Employment type:	Full time, ongoing

ORGANISATIONAL OVERVIEW

At the Greater Metropolitan Cemeteries Trust we believe in caring for your loved ones with dignity and kindness. Our 18 cemeteries and memorial parks are maintained in perpetuity, giving you, your family and future generations peace of mind.

Each year, we help more than 11,000 families – of all cultures and faiths – plan and prepare for funeral, cremation, interment and memorial services.

We are committed to maintaining these beautiful, restful and sustainable places to preserve and protect the memories and history they hold.

Vision

Lasting memories, peaceful places.

Mission

We provide the final care for your loved ones, with dignity and kindness. We respect all peoples, our heritage, our communities and the environment.

Values

Our values underpin all that we do at GMCT. They define how we conduct our business and how our employees approach their work. GMCT's values are:

- compassion
- respect
- sustainability
- integrity

POSITION OVERVIEW AND PURPOSE:

This position is responsible for the preparation and the delivery of burial services across various GMCT sites. Burial services include but not limited to the set up and backfilling of graves, ledger and shutter removal, assisting funeral directors with bearers when required. It is expected that the incumbent is to work and assist other staff members at different GMCT sites as directed by the Outdoor Supervisor.

This position will liaise with various stakeholders from within GMCT and key external stakeholders such as general public, cemetery users and funeral directors.

The Gravedigger will be engaged to provide grave digging activities within the Western Region. The starting and finishing point will be as per the EBA.

REPORTING LINE:

This role reports to the outdoor supervisor.

KEY RESPONSIBILITIES:

This role is primarily responsible for the preparation of grave sites, and as required the preparation of mausoleum crypts and ledger removal. This role will also be involved in participating in the development of new areas throughout the Park as required.

The gravedigger may also be required to assist at other GMCT sites.

The gravedigger will be working outdoors in all types of weather. As part of the role there will be a requirement to travel to other GMCT sites or to an offsite location for training and development. Grave site preparation may be required during weekends, as directed.

The responsibility of this role is as follows:

- Advise public on locations of graves/memorials and funerals.
- Identifying and/or checking accurately the location of a grave site as per GMCT guidelines.
- Directing backhoe/excavator in digging graves.
- Assessing soil conditions and the installation of appropriate shoring for individual graves.
- Preparing grave sites with equipment as requested by the Funeral Director and surrounds including pathways or other requests as directed by Manager/Supervisor for a funeral.
- Assisting in a funeral including the use of lowering devices/tapes and scissor lifts for mausoleum interments.
- Backfilling and clean-up of a grave site.

KEY ACCOUNTABILITES

Provide Leadership:

- Promote, build and maintain good communication and working relationships within work units and across other GMCT departments.

Build a Viable and Sustainable Organisation:

- Ensure the presentation of the cemetery grounds are of a high standard and meet customer expectations.
- Contribute to the planning, monitoring and achievement of productivity against negotiated targets and implement strategies to meet agreed services targets.
- Maintain accurate and up to date records of work undertaken in accordance with GMCT policies and procedures.

Community, Clients and Stakeholders:

- Demonstrate a highly collaborative approach to building and maintaining productive working relationships with internal and external stakeholders.
- Effectively communicate with all internal and external stakeholders.

People and Workforce:

- Ensure work practices are consistent with a healthy and safe working environment and that OHS policies and procedures are complied with.
- Identify OHS issues and communicate concerns to Manager or HSR.
- Participate in professional development and continuing education as is made available by GMCT.
- Provide assistance to other areas and sites of GMCT when directed to do so.

Governance and Accountability:

- Adhere to all GMCT Policies and Procedures.
- Participate in Individual Performance and Development program and complete agreed development plan.
- Completed induction program and any additional training as required.

Occupation Health & Safety/Risk Management

All employees, contractors and service providers are responsible for effective risk management including incident reporting, and ensuring that management is aware of risks associated with business operations.

All employees are to:

- Understand and adhere to the OH&S policy, risk management strategy, policy and procedure.
- Assist their manager in identification, development and maintenance of the health and safety improvement action plan.
- Develop agreed and measurable success measures to support the health and safety management action plan and health and safety management strategy.
- Assist their manager in the input of risks, hazards or environmental risks into the risk register database.

- Implement hazard management practices in their daily activities.
- Report any injury, illness, asset or financial loss, hazard or near miss incident to their manager/ supervisor within 24 hours of detection in accordance with GMCT procedures.
- Comply with health and safety practices in accordance with the OH&S Regulations 2007, Victorian WorkCover Authority Codes of Practice and GMCT Safety Management Plan 2014.

KEY SELECTION CRITERIA:

Qualifications

N/A

Experience

- Demonstrated experience in correct manual handling technique.
- Ability to maintain a professional approach at all times.
- High level of interpersonal and communications skills and demonstrated ability to apply this to internal and external stakeholders.
- Multi lingual skills (Chinese, Italian, Greek, Arabic, etc) is highly desirable
- Proven ability to work independently as well as part of a team
- Proven understanding of, and commitment to, OHS practices which ensure a safe and healthy working environment for staff and the public.
- A commitment to the responsible application of the risk management process in the activities that is undertaken in the workplace and to identify, manage and report risks to the accountable person or committee.
- Attention to detail.
- Demonstrated capacity to effectively organise resources to achieve delegated tasks within agreed timeframes;
- Flexibility and initiative in dealing with the unexpected including the ability to maintain a professional approach at all times;
- Displays acceptance and understanding of ethno-cultural and religious diversity; and
- Maintains integrity, trust and confidentiality at all times.

Technical

- Current driver's license (mandatory)
- Medium Rigid Driver's license manual preferable (desirable)
- Excavator/Backhoe License (desirable)
- EWP License
- Confined space certification

Verification:

The incumbent can expect to be allocated duties not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

I have read and understood the requirements of this role:

Position holder:

Signature ***Print Name*** ***Date***

Manager:

Signature ***Print Name*** ***Date***