

# Position Description



<b>Position Title:</b>	Grounds maintenance/cremator operator
<b>Department:</b>	Operations
<b>Classification:</b>	Outdoor level 2
<b>Reports to:</b>	Outdoor supervisor horticulture - west
<b>Region:</b>	West region
<b>Primary Location:</b>	Altona
<b>Employment type:</b>	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:**

The grounds maintenance/cremator operator works under the supervision of the horticulture supervisor and is responsible for the maintenance and development of horticultural activities throughout the west region, as well as providing a backup cremator operator role as required.

The grounds maintenance/cremator operator will be engaged within the west region and may be required to start at different work sites as per requirements of the role. For west region these sites are defined as but not limited to Altona, Truganina, Werribee, Williamstown, Keilor and Footscray.

The role is based at Altona Memorial Park and may have to service other sites located throughout GMCT as required. This may also be required to help with assisting burial operations throughout the region

## **REPORTING LINE:**

The role reports to the outdoor supervisor horticulture – west. The supervisor will plan the daily work load and allocate tasks to be completed within the allocated time frame.

## **KEY RESPONSIBILITIES:**

The maintenance gardener will work under the direction of the outdoor supervisor horticulture and will undertake routine care and maintenance within the regions garden and monumental areas. The maintenance gardener will also participate in the development of new areas throughout the regions as directed.

The grounds maintenance/cremator operator will also provide support to the cremator operator as required, including cremator operations, cremated remains processing and other associated activities.

## **KEY ACCOUNTABILITES**

### **Provide Leadership:**

Does not apply to this role

### **Build a Viable and Sustainable Organisation:**

- Ensure the presentation of the cemetery grounds are of a high standard and meet customer expectations.

### **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 relevant HR Policies and procedures.

### **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 of financial loss, hazard and 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**

- Correct manual handling technique
- Experience in garden maintenance/horticulture work
- Experience in Cremator Operations and associated activities (desirable)
- Capacity to maintain work standards with minimal supervision
- Ability to maintain a professional approach at all times
- Good communication and interpersonal skills
- Multi lingual skills (Chinese, Italian, Greek, Arabic, etc.) is highly desirable

- Attention to detail which ensures accurate and up to date records are maintained
- Ability to work well as part of a team

**Technical**

- Current Driver’s license/preferably manual license
- Trained in the operation of Major built cremators (desirable)

**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:**

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*Signature*                      *Print Name*                      *Date*

**Manager:**

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*Signature*                      *Print Name*                      *Date*