



POSITION NAME: TEAM LEADER CEMETERIES

SECTION: PARKS AND GARDENS

DIRECTORATE: INFRASTRUCTURE AND OPERATIONS

1. REMUNERATION

Grade 9 of the Griffith City Council Salary System

2. REPORTING STRUCTURE

a) Directly responsible to:

Parks and Gardens Manager

b) Positions directly reporting to this position:

Plant Operator – Cemetery

Gardener - Cemetery

3. PURPOSE

The role is to maintain the operation of Councils public cemeteries in an effective, efficient and safe manner recognising the respect, dignity and harmonious expectations of the Community. To facilitate burial arrangements for the funeral industry and ensure that the Cemetery complies with NSW Health Act. Also involves supervision of employees, contractors and liaising with appropriate industry groups.

4. RELATIONSHIPS

The following are examples of relationships that it is anticipated the position will have:

Internal

- Parks and Gardens Overseer
- Workshop, purchasing and stores
- Other Council staff

External

- Contractors & maintenance construction
- Community groups
- Funeral industry
- Corrective Services
- General public

5. CORPORATE ACCOUNTABILITIES AND RESPONSIBILITIES

Policies and Procedures

- Comply with Local Government State Award
- Maintain organisational confidentiality
- Comply with the requirements of Anti-Discrimination legislation, including Equal Employment Opportunity and all legislative requirements relevant to the position
- Comply with and ensure compliance with Council's Code of Conduct, Policies and Procedures within all areas of responsibility
- Ensure the implementation and compliance of appropriate and current Policies and Procedures within all areas of responsibility
- Actively participate and contribute to the development of plans, policies and procedures

Customer and Community Relations

- Ensure an efficient, courteous and professional service to internal and external customers at all times
- Present a positive image of Council at all times
- Promote a culture of understanding exceeding customer expectations
- Ensure effective community consultation and communication strategies are implemented for service delivery and projects where appropriate

Work, Health and Safety

- Ensure all work is performed in accordance with requirements of Work, Health and Safety policies, procedures and legislation
- Report all incidents, hazards and risks to the immediate supervisor
- Maintain and use personal protective and safety equipment as applicable to the role
- Actively participate in Work, Health and Safety activities
- Monitor work practices to ensure proper employee health and safety and respond to identified risks in a timely manner and in compliance with Council's Work, Health and Safety framework
- Acquire and maintain knowledge of Work Health and Safety matters including safety audits of the workplace
- Ensure all staff are properly trained in all relevant aspects of health and safety applicable to their role
- Ensure that contractors meet all requirements for Work Health and Safety and monitor for ongoing compliance

Teamwork

- Actively participate as a member of the relevant Council section and department
- Promote and maintain harmonious relationships in the workplace
- Ensure workgroups within all areas of responsibility work cohesively towards the achievement of Council objectives
- Ensure all conflicts are managed in accordance with policies and procedures and in a timely manner
- Promote a culture that encourages and values the contribution of staff to the achievement of Council activities

Record Keeping

- Ensure accurate and timely record keeping in accordance with Council's requirements
- Promote responsible and accountable practices for keeping full and accurate records and information in relation to corporate activities and decisions

Training and Development

- Actively participate in Council's training and development programs as required
- Identify and ensure the delivery of relevant training for staff in areas of responsibility

Continuous Improvement and Innovation

- Promote the development of more efficient work practices
- Ensure the ongoing evaluation and review of work practices and processes within all areas of responsibility to ensure they are effective and efficient and implement improvements where appropriate
- Promote a culture of change and innovation by encouraging new ideas
- Identify and propose additional business opportunities that enhance Council's existing capabilities

Environment

- Consider the protection of the environment in decision making and in the undertaking of all Council activities

General

- Perform other duties as required consistent with the level of competencies of the position
- Accomplish tasks while working under limited / minimum supervision
- Work with allocated resources and budget to meet or exceed expectations of Council
- Administer and ensure efficient and appropriate use of Council resources

6. PRINCIPAL ACCOUNTABILITIES

- Ensure that the Cemetery complies with NSW Health Act
- Adhere to the Cemetery Management Plan and assist with the review as required.
- To maintain Cemeteries under Griffith City Council control to Council and community standards
- To ensure public conveniences are cleaned and maintained to Council and Work Health and Safety standards
- To ensure routine maintenance and service on plant items are carried to manufacturers specifications
- To attend all General Facilities committee meetings

7. KEY DUTIES

MANAGE WORK

- Plan and organise daily and weekly work schedules for work teams and contractors in an efficient, effective, safe and timely manner.
- Supervise work teams and provide advice and experience in resolving technical issues on the job including the location of services.
- Install, maintain and repair watering systems in all Council cemeteries
- Inspect and carry out weed/insect control to Work Cover requirements.
- Carry out basic tree maintenance
- Provide asset information and various performance data for Council reporting requirements.
- Read and interpret plans.

- Assist in costing schedules and quotes for jobs.
- To carry out cleaning and maintenance of public conveniences.
- To demonstrate strategic ability by anticipating, recognising and implementing effective and modern practices that benefit Griffith City Council.
- To complete records or work output including times of work, assigning of job cost numbers and plant maintenance records including insurances.
- Maintain an accurate stock take of materials required
- Carry out routine maintenance to all Griffith City Council cemeteries.
- To observe Council's Cemetery regulations for work by members of the funeral industry and monumental masons.

MANAGE AND DEVELOP PEOPLE

- Give feedback and manage work performance or conduct in line with Council policies.
- Encourage staff development through performance reviews and skills assessments.
- Make decisions in a fair and consistent manner
- Attend required training and share information with staff as required
- Supervise casual labour or community services recipients.

MAINTAIN A SAFE WORK ENVIRONMENT

- To conduct inspections and report regularly on public risk matters to Council's Risk Officer, including documentation of job risk assessments.
- To assist with Safe Work Method Statements, Picture Process Maps, Material Safety Data Sheets and toolbox talks.
- Ensure safety of employees, contractors and company property under their control so far as reasonably practical.

GENERAL

- To be rostered for on-call as required.
- Be prepared to do overtime if available.
- Preparation and filling of graves. (Backhoe and tip truck operations).
- To maintain the efficient standards of the Council cemeteries.
- Perform administrative duties eg. record keeping, telephone communications, cemetery paperwork and computer operation.

8. COMPULSORY REQUIREMENTS OF THE POSITION

- The successful candidate will be required to undertake a pre-employment functional assessment and achieve a satisfactory outcome (Category 3)
- It is an inherent requirement of this position the successful candidate be immunised as one form of control in order to minimize workplace illness/disease. The following vaccinations are required Hepatitis A and Hepatitis B and will be arranged upon commencement.

9. KEY SELECTION CRITERIA

ESSENTIAL

- Hold a current Class “MR” driver licence
- Hold a WorkCover certificate or document of competency from a registered training provider for the use of a Front End Loader/ Backhoe.
- Hold a General Construction Induction Training certificate (GIT or white card)
- Demonstrate accurate record keeping skills
- Demonstrate knowledge in the use and maintenance of small plant and equipment.
- Demonstrated sound oral and written communication skills
- Demonstrated working knowledge of using computers including Microsoft Office and email systems
- Demonstrated ability to competently supervise a number of employees and sub-contractors with a wide range of skills
- Knowledge and understanding of Equal Employment Opportunity legislation.
- Knowledge and understanding of Work Health and Safety legislation and regulations specific to the area of work.

ESSENTIAL LICENSES AND CERTIFICATIONS REQUIRED FOR THE POSITION

If you do not hold these licenses or certifications then Council will assist you in gaining them during your employment term.

Note: It is the responsibility of the job holder to ensure they are eligible to hold a particular License or Certificate.

License / skill Type	Hold Yes/No	Current Yes/No	Eligibility to hold Yes/No	Details (License or Certificate no)
Safe Grave Techniques – Certificate of Attainment				

DESIRABLE

- Hold a current first aid certificate.
- Hold a chainsaw certificate
- Hold a chemical certificate (SmartTrain)
- Demonstrated knowledge of safe manual/mechanical handling procedures and skills
- Working knowledge of automatic irrigation and watering systems.

10. CRITICAL PHYSICAL FACTORS

Described below are the critical physical factors (CPF) associated with this role. The CPF are an indication of the types of duties expected of an employee fulfilling this role. Employees and candidates should be aware that they may be required to perform tasks up to and including these CPF as an inherent requirement of their employment.

KEY

- I Infrequent: exposure to the physical factor two – three times a year on average
 O Occasional: exposure to the physical factor less than twice a week on average
 F Frequent: exposure to the physical factor 3 - 4 times a week on average
 C Constant: exposure to the physical factor more than 5 times a week on average
 R Repetitive: exposure to the physical factor multiple times in an hour
 S Seasonal: Activity involves seasonal variations
 N/A Not Applicable
 ≡ Winter
 * Summer

Demands	Description	I	O	F	C	R	S	NA
Physical Demands of Job Tasks								
Kneeling/Squatting	Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels				X			
Leg/Foot Movement	Tasks involve use of the leg and or foot to operate machinery					X		
Hand/Arm Movement	Tasks involve use of hands/arms - e.g. stacking, reaching, typing, mopping, sweeping, sorting, and inspecting.					X		
Bending/Twisting	Tasks involve forward or backward bending or twisting at the waist.					X		
Standing	Tasks involve standing in an upright position without moving about					X		
Driving	Tasks involve operating any motor powered vehicle				X			
	Tasks involve driving vehicle on unsealed roads.		X					
Sitting	Tasks involve remaining in a seated position during task performance			X				
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended.			X				
Walking/Running	Tasks involve walking or running on even surfaces				X			
	Tasks involve walking on uneven surfaces				X			
	Tasks involve walking up and / or down slopes			X				
	Tasks involve walking whilst pushing/pulling objects			X				
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees, onto plant				X			
	Tasks involve climbing over or under machinery				X			

Demands	Description	I	O	F	C	R	S	NA
Working at heights	Tasks involve making use of ladders, foot stools, scaffolding, etc. anything where the person stands on an object other than the ground.	X						
Lifting/Carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms				X			
	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms for more than one hour at a time - e.g. whipper snipper.			X				
	1. Light lifting/carrying (0-9 Kg)			X				
	2. Moderate lifting/carrying (10-15 Kg)		X					
	3. Heavy lifting/carrying (16 Kg and above)		X					
Restraining	Tasks involve restraining animals / objects	X						
Pushing/Pulling	Tasks involve pushing/pulling hand powered objects away from or towards the body. Also includes striking or jerking. - e.g. hammer, hoe.			X				
	Tasks involve pushing/pulling powered objects away from or towards the body. Also includes striking or jerking. - e.g. chainsaw, whipper snipper, jackhammer, drills, grinders.			X				
Grasping	Tasks involve gripping, holding, clasping with fingers or hands.			X				
Manual Dexterity	Tasks involve fine finger movements - i.e. keyboard operation, writing, tightening a nut.					X		
Sensory Demands of Job Tasks								
Sight	Tasks involve use of eyes (sight) as an integral part of task performance - i.e. looking at screen/keyboard in computer operation, working in dark environment, etc.					X		
Hearing	Tasks involve working in a noisy area - e.g. boiler room, kitchen, workshop and/or operation of noisy machinery/equipment			X				
Smell	Tasks involve the use of the smell senses as an integral part of the task performance - e.g. working with chemicals		X					
Exposure to Chemical Hazards								
Dust	Tasks involve working with dust - e.g. sawdust			X				
Gases	Tasks involve working with gases	X						
Fumes	Tasks involve working with fumes - i.e., which may cause problems to health if inhaled.	X						
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made with skin - e.g. dermatitis		X					

Demands	Description	I	O	F	C	R	S	NA
Working Environment								
Temperature	Tasks involve working in temperature extremes and exposure to outdoor elements - e.g. working in a cool room, working outdoors, boiler room				X			
Confined Spaces	Tasks involve working in confined spaces which may affect individuals with claustrophobia							X

11. AUTHORITY TO ACT

Delegations set out in the Council's delegation register or made by the General Manager.

12. AMENDMENT TO THIS POSITION DESCRIPTION

This position description may be amended from time-to-time and any changes will be communicated in writing.

Position Description reviewed: January 2016

Job Evaluation Assessment Date: 1/05/2012

I accept the requirements of the position description and I can deliver its required outputs.

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(print name)

.....
(signed)

.....
(date)