



**POSITION DESCRIPTION**

**TITLE:                    GROUNDS PERSON**

**LEVEL:                    BAND LEVEL 3**

**RESPONSIBLE TO:      CEMETERY AND PARKS PROGRAM LEADER**

|  |                        |
|--|------------------------|
| <b>Position Status:</b>  | Fixed Term – Full Time |
| <b>Position Approved by:</b>  | 19.03.2025             |
| DIRECTOR INFRASTRUCTURE AND OPERATIONS   | Date:                  |

**POSITION OBJECTIVES:**

To perform day to day grounds maintenance activities and cremations/burial preparations for Thorak Regional Cemetery in accordance with Cemetery operational procedures and policies.

**KEY RESPONSIBILITIES:**

- Conduct and process cremations in accordance with Cemetery operations manual.
- Ensure that the Chapel and amenities are cleaned after each service and Cremation facilities after use.
- Prepare grave sites in accordance with cemetery operational procedures including:
  - Marking of grave sites
  - Overseeing the digging of gravesites
  - Preparation of burial sites for service
  - Filling in of grave site
  - Ensuring the grave site is free of hazards.
- Conduct maintenance activities including, but not limited to:
  - Mowing, fertilising and general care of lawn areas
  - Pruning and care of gardens, trees and shrubs
  - Ensuring serviceability of cemetery amenities
  - Maintenance of irrigation systems
  - Identification and eradication of pests, plant diseases and weeds through appropriate methods
- Utilize grounds maintenance machinery per operational standards.
- Operate and maintain herbicide and insecticide spray equipment.
- Maintain an up-to-date chemical inventory.
- Ensure memorials are positioned correctly and comply with cemetery policies.
- Other duties as directed within the skills and abilities of a position at this level.

- Meet all Workplace Health and Safety requirements and follow appropriate safety and health practices for self and others.

#### **OTHER RESPONSIBILITIES:**

- Undertake the safe operation of council's vehicles, plant and equipment in accordance with Council's policies and procedures and in line with manufacturers operating manuals.
- Provide basic mechanical ability in the operation, maintenance and problem solving of machinery and equipment.
- Carry out daily inspections of plant and equipment to be used and maintain records of these inspections.
- Hold a current handling and application of chemicals certificate, have a Sound Knowledge of Top end weeds.
- Meet all Occupational Safety and Health requirements and follow appropriate safety and health practices for self and others.
- Effectively use Council's document management system.
- Perform other duties as requested by the Cemetery and Parks Program Leader.

#### **CLASSIFICATION CRITERIA**

##### **AUTHORITY AND ACCOUNTABILITY:**

- Accountable for the quality of work performed within the standards set by Council.
- Accountable for performing daily inspections and maintaining records on the plant and equipment used.
- Accountable for Council property and equipment in own care
- Ensure all tasks are conducted in accordance with the relevant Litchfield Council policies and procedures.

##### **JUDGEMENT AND PROBLEM SOLVING:**

- Ability to resolve minor problems within set parameters of the tasks.
- Ability to apply developed skills acquired through on the job training or external training methods.
- Ability to determine the most efficient way of carrying out the task from a range of existing techniques and methods with guidance from the Cemetery and Parks Program Leader.
- Ability to work in an outdoor environment of varying tropical conditions for long periods of time.

##### **SPECIALIST KNOWLEDGE AND SKILLS:**

- Experience in the operation of pumps and spray units
- Sound knowledge of top end weeds, Experience in the use of herbicides.
- Capability in the use of VHF radio equipment in an appropriate manner.

##### **MANAGEMENT SKILLS:**

- Ability to work autonomously and/or in a team environment.
- Ability to efficiently and effectively plan and use own time in setting priorities to achieve set objectives within set timelines.

**INTERPERSONAL SKILLS:**

- Ability to interact with the public in a courteous manner.
- A proven team player

**QUALIFICATIONS AND EXPERIENCE:**

- Holder of a current light rigid driver’s licence.
- Holder of a chemical handler’s certificate.
- Current First Aid Certificate (or willingness to obtain)
- Mower Competency (or willingness to obtain)
- Frontend loader / Backhoe Competency (or willingness to obtain)
- Chainsaw Competency (or willingness to obtain)
- Provide, or ability to obtain a current NT Construction Industry Health and Safety Induction {White Card}.

**KEY SELECTION CRITERIA:**

- Chemical users’ certificate
- Experience in the use of herbicides.
- Demonstrated ability to operate equipment including, line trimmers, small landscaping type plant and equipment.
- Experience in maintaining gardens, including mowing, fertilising and care of irrigation systems.
- Demonstrated ability to identify, remove and eradicate weeds, pests and plant diseases using appropriate methods.
- Possession of relevant Safety and Industry licences
- Good organisational and problem-solving skills within defined parameters.
- Commitment to Work Health and Safety requirements
- Undertake Pre-Employment Medical and completion of a Criminal History Check.
- Current Northern Territory light rigid Driver’s License.

**DESIRABLE**

- Experience in performing preparatory activities for grave site burials and cremations in accordance with cemetery operational procedures.
- Experience in operation of Cremator

**CHANGES TO JOB DESCRIPTION:**

From time to time it may be necessary to consider changes in the job description in response to the changing nature of Council’s work environment– including technological requirements or statutory changes.

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Approved: (Manager/Supervisor)

Date:

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Employee:

Date:

**RELEVANT PHYSICAL RESPONSIBILITIES****Location of work:** This position will require working in the following environments:

| Environment                | Nil | Light | Average | Constantly |
|----------------------------|-----|-------|---------|------------|
| Indoor (office / workshop) |     | X     |         |            |
| Outside                    |     |       |         | X          |

**Physical activities:** The work is likely to require a certain amount of physical activity, such as:

| Activity Nil Light Average Constantly | Nil | Light | Average | Constantly |
|---------------------------------------|-----|-------|---------|------------|
| Standing                              |     |       | X       |            |
| Sitting                               |     |       | X       |            |
| Bending                               |     |       | X       |            |
| Walking                               |     |       | X       |            |
| Repetitive hand work                  |     |       | X       |            |
| Heavy lifting (>15kg)                 |     |       | X       |            |

**Plant and Equipment:** This role involves working with or near plant or equipment:

| Hazard / Activity                                    | Nil | Light | Average | Constantly |
|--|-----|-------|---------|------------|
| Rotating parts                                       |     |       | X       |            |
| Noisy Environment                                    |     |       | X       |            |
| In proximity of Mobile or Moving plant               |     |       | X       |            |
| Strobe or similar lights                             |     | X     |         |            |
| Operating plant controls                             |     |       | X       |            |
| Driving plant or vehicles                            |     |       | X       |            |
| Machinery Vibration                                  |     |       | X       |            |
| Ability to distinguish between colours               |     |       | X       |            |
| Using handheld tools                                 |     |       | X       |            |
| Working with irritants, chemicals, fumes and/or dust |     |       | X       |            |
| Working in hot surroundings                          |     |       |         | X          |

**Other activities:** This role may also include:

| Activity                       | Nil | Light | Average | Constantly |
|--------------------------------|-----|-------|---------|------------|
| Talking on the phone           |     | X     |         |            |
| Direct contact with people     |     |       | X       |            |
| Working at heights             |     | X     |         |            |
| Working with animals/ wildlife |     | X     |         |            |