



Position Description

A. POSITION PROFILE

Position: Casual Cemeteries Attendant/Ranger	Position Occupant: <i>Vacant</i>
Position Evaluation: <i>Award: Band 1 Level 3</i>	Department: <i>Deputy General Manager- Operations</i>
Salary System Grade: <i>6</i>	Section/Group: <i>Regional Services</i>
Conditions of Employment: <i>Local Government (State) Award 2023</i> <i>Australian Citizen or Right to Work in Australia</i>	Location: Cootamundra <input type="checkbox"/> Gundagai <input checked="" type="checkbox"/>
Additional Benefits: <i>12% Superannuation</i>	Direct Supervisor: <i>Manager Regional Services</i>
	Number of Staff Supervised by this position: <i>Nil</i>

B. STATEMENT OF FUNCTION

This position assists in the excavation and preparation of gravesites for burial at Council Cemeteries. Provides grounds' keeping, repairs and maintenance and cleaning services at the Council cemeteries and other designated public areas. Supports and relieves the Ranger to attend to compliance matters.

C. KEY RESPONSIBILITIES

1. Ensures a high level of presentation of surroundings for mourners and visitors at Council cemeteries.
2. Ensures graveside areas are prepared in co-operation with funeral directors in a timely and sensitive manner.
3. Routinely clean Council's public amenities to a high standard to provide hygienic facilities for the general public.
4. Ensures grounds' keeping at Council cemeteries complies with the Voluntary Conservation Agreements covering those locations.
5. Ensure compliance with Council's Work Health & Safety and Risk policies and procedures for the provision of worker and public safety.
6. Assist and relieve Council's Rangers to attend to compliance matters under the Companion Animals Act, POEI Act, Local Government Act, Impounding Act and Roads act and assist with dog control duties, pound maintenance and the welfare of impounded animals.
7. Working within Council's Park and Gardens team, including labouring, mowing, spraying and other duties as required.

POSITION NUMBER

DATE ADOPTED:
September 2023

APPROVED BY:
Matt Stubbs
Deputy General
Manager

LAST REVIEWED:
September 2023

D. DUTIES

Cemetery Maintenance and Operations

1. Undertake garden labour duties such as tidying, weeding, spraying, fertilising and mulching of garden areas within the cemetery grounds.
2. Conduct mowing and trimming to maintain cemetery lawns.
3. Clear and remove vegetation, rubbish and debris from cemetery areas.
4. Respond to Customer Action Request System (CARS) request to prepare as gravesite, including location, excavation and presentation of the gravesite by the required time.
5. Support plant operators to excavate graves in preparation for burial, direct movement of plant and loads and communicate work site conditions and information.
6. Manually excavate graves in preparation for burial where plant cannot access gravesite.
7. Set up bollards, temporary fencing and cover to secure gravesite and prepare and present graveside to enable undertaker to set up for burial.
8. Backfill grave post funeral, ensuring gravesite is mounded to allow for soil settling.
9. Maintain gravesites including removing spent wreathes and litter, top dressing, levelling, weeding, trimming and mowing.
10. Attach brass plaques on lawn cemetery plots as requested.
11. Maintain and operate cemetery irrigation systems where applicable.

Amenities Cleaning and Maintenance

12. Carry out routine internal and external cleaning of designated public and council amenities.
13. Manually collect and empty rubbish bins, including the collection and disposal of sharps units.
14. Undertake cleaning of walls and surfaces and the removal of graffiti within designated public and council work areas.
15. Carry out pest control and fumigation of amenities, within designated public and council work areas.
16. Carry out minor plumbing and fixture repairs to public toilets such as replacing cistern seals and broken toilet seats.
17. Monitor usage and replenish cleaning products and consumables and maintain storage areas for cleaning equipment and products.

Ranger Duties

18. When required carry out stray dog patrolling within town limits and monitor repeat offenders.
19. Respond when required to customer complaints regarding straying dogs and take appropriate action following Council procedure and Companion Animal Act Regulations.
20. Ensure personal and public safety is maintained while undertaking regulatory duties.
21. Impound straying dogs and attend to their daily welfare until claimed as per Council procedures.
22. Maintain Pound facility, including cleaning and securing of pens, mowing, trimming and spraying of surrounds, and maintaining Pound supplies.
23. Carry out other ranger duties as directed, including investigation of illegally dumped waste, abandoned vehicles, parking control duties and water restriction monitoring.

General Labouring

24. Undertake weekend cleaning and maintenance of public amenities buildings as requested.
25. Undertake weekend pound facility duties as requested.
26. Operate mobile plant and trucks as directed and to the level of training and licensing achieved.
27. Operate plant effectively and efficiently to achieve Council's goals and objectives.
28. Use and maintain tools and equipment to complete tasks effectively and efficiently.
29. Spread and compact materials manually, following safe manual handling techniques.
30. Complete required workplace records.

31. Maintain worksite/workplace tidiness and cleanliness.
32. Attend to maintenance, cleaning and repairs of Council equipment as directed.
33. Respond to emergency situations and other duties as requested.
34. Undertake training to update, maintain and advance personal skill levels and in compliance with relevant workplace legislation.
35. Respond to inquiries from members of the public and provide information within scope of responsibility.
36. Carry out any other duties that are within the limits of the employees' skill, competence and training.

E. ESSENTIAL CRITERIA

1. Driving Licence Class MR (Medium Rigid Truck)
2. WHS Construction Induction (NSW White card)
3. Experience in cleaning and maintenance duties, gardening and small plant operation.
4. Basic Literacy and Numeracy skills to follow written communication and complete standard forms.
5. Basic computer skills and digital literacy to use mobile devices such as telephones and tablets to complete records.
6. Demonstrated interpersonal and communication skills, including customer service and negotiation and conflict resolution skills.
7. Proven ability to work effectively independently and in a team environment.

F. DESIRABLE CRITERIA

1. AQF 3 Chemical Application certification e.g. ChemCert, Smart Train etc
2. Confined Spaces entry certification.
3. Demonstrated ability and certification to operate back hoe or mini-excavator.
4. Demonstrated ability and certification to operate Front End Loader or Skid Steer Loader.
5. Experience in provision of regulatory services such as companion animals, illegal dumping etc.