

POSITION DESCRIPTION

Position Title:	Cemeteries Maintenance Assistant (PN5159)		
Position Type:	Permanent Full-time		
Department:	Infrastructure Delivery		
Date Approved:	May 2025		
Hours per week:	38	Award Classification:	Band 1, Level 3
FTE	1	Salary Classification	Grade 2

Position Purpose

Ensuring Council owned and managed cemeteries across the Shire are maintained to acceptable standards.

Key Accountabilities

- Performing maintenance, labouring and grave digging duties, including hand digging of graves where necessary at Council's cemeteries
- Performing mowing and edging of turfed areas, tree and garden planting, pruning and maintenance, and construction of minor landscaping works.
- Planning and supervising contractors in a safe and efficient manner.
- Performing other tasks as directed by the Cemeteries Maintenance Officer or Team Leader Villages
- Promoting high levels of Customer Service
- Ensure all allocated correspondence and work orders are processed
- The provision of sound, timely and accurate advice and reporting, where appropriate, to the Group Manager or Coordinator Civic Services or their delegate.
- Ensure compliance with relevant Council Policies.
- Perform any other duties within your skill, ability and competency level as reasonably directed by Council from time to time.

Core Competencies (Knowledge Skills and Experience)

Mandatory Qualifications

- Current Class C Drivers Licence
- General Construction Induction Card

Desirable Qualifications

- Traffic Controller (TCR) and Implement Traffic Control Plans (IMP)
- High Risk Work Licence: Dogging, Rigging
- Medium Rigid Licence
- RII - Work safely at heights
- RII - Enter and work in confined spaces
- UET - Working safely near live electrical apparatus as a non-electrical worker
- AQF3 - Chemical Accreditation

- FWP - Trim trees using a pole saw
- AHC - Operate and maintain chainsaws
- FWP - Trim and cut felled trees
- Cemetery safety training
- AHC - Operate commercial lawnmowers
- FWP - Operate a mobile chipper/mulcher

Note: All licenses/tickets stated in the position description must be current/valid during the duration of your employment. Should there be a change in status it is the employee's responsibility to notify Council as soon as practicable.

Skills and Experience

- Demonstrated ability to operate as a member of a team which has diverse and demanding responsibilities but to also work with a minimum of supervision when required.
- Customer service focus
- Ability to liaise with the public
- Ability to accept, interpret and action verbal and written instructions
- Physical ability to perform required duties
- Organised and able to meet deadlines

Values

Kempsey Shire Council's values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee.

Value	Expected behaviour
Passion	<ul style="list-style-type: none">• We approach our work with enthusiasm and drive to make a difference• We inspire others with our thirst for excellence• We take pride in the customer service we deliver
Integrity	<ul style="list-style-type: none">• We act ethically and honestly and work to build the trust and confidence of the community and staff• We act with pride and respect while being loyal and accountable
Innovation	<ul style="list-style-type: none">• We challenge the status quo and are prepared to take risks, to achieve creative and efficient solutions• We promote and deliver change in the way we work
Communication	<ul style="list-style-type: none">• We ensure open communication for all• We openly and proactively listen and provide information
Respect	<ul style="list-style-type: none">• We consider workmates, community, the workplace and environment• We treat people as we would like to be treated
Collaboration	<ul style="list-style-type: none">• We seek what is best for the team, not what is best for the individual• We work together to achieve a shared vision• We are connected with and care for each other• We encourage and pay attention to those around us

Supervision Received

This role reports to the Cemeteries Maintenance Officer

Supervision Exercised

The following roles report to the Cemeteries Maintenance Assistant

- External contractors from time to time

Position Description Endorsement

Learning and Development

Position Description reviewed and approved by:

People and Culture Representative:	<i>KH</i>
Position Title:	Learning and Development Officer
Date:	May 2025

People and Culture

Position Description reviewed and approved by:

People and Culture Representative:	<i>JP</i>
Position Title:	People and Culture Advisor
Date:	May 2025

Role Authorisation

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Role Acceptance

I have read and understood the content of the Position Description for my role. I will undertake the responsibilities and behaviour required of me and expect to be held accountable for work performed in accordance with this role.

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