



POSITION DESCRIPTION

Job title:	Grounds Person / Gravedigger
Job Type:	Full time – 38 hours per week – 7.30am to 4.30am Monday to Friday
Supervisor/Manager	Operations Supervisor – Colac Otway

Geelong Cemeteries Trust is an incorporated entity of the Victorian public sector. The Trust manages cemeteries within the Geelong, Surf Coast and Colac Otway region, including Geelong Memorial Park and Crematorium, as well as Gisborne in the Macedon Ranges.

1. DUTIES OF THE POSITION

The person in this position reports to the Operations Supervisor, and in their absence, the Deputy Operations Manager and will be responsible for general ground duties. Travel to other sites administered by the Trust may be required. Employees may be required to travel in the Heavy Rigid Truck with the backhoe to perform grave digging duties at any of the Trust's properties.

Training:

Undergo training in all aspects of this position, to enable the appointee to obtain qualifications (as relevant) and perform all duties to the standard required in a manner which promotes health and safety in the workplace.

Grounds Care:

Perform all necessary grounds duties to ensure the property is maintained to a high standard. These duties will include, but not be limited to the following:

Lawn mowing – rider mower (registered)	Gardening
Lawn mowing – push motor mower	Weed spraying
Line trimming	Digging

Attend other cemeteries administered by the Trust as directed, to assist with grounds care.

Cemeteries of the Trust

- Geelong Eastern
- Geelong Western
- Barrabool Hills, Highton
- Grovedale
- Mount Duneed
- Mount Moriac
- Winchelsea
- Leopold
- Drysdale
- Queenscliff, Point Lonsdale
- Portarlington
- Lorne
- Colac
- Beeac
- Whoorel, Birregurra
- Warncoort
- Flinders Memorial Park, Lara
- Geelong Memorial Park & Crematorium, Armstrong Creek
- Gisborne



Grave digging:

- Dig and backfill graves by backhoe, excavator or hand.
- Provide directional instructions to another backhoe operator, when digging a grave.
- Drive a 4.5 tonne (Manual) tipper truck, including towing plant trailers.

Other Duties:

Other duties as directed, including but not limited to:

- Placement of lowering device on a grave and final preparation of the area, prior to a funeral.
- Installation of trench shoring and other safety measures.
- Heavy manual laboring work, including the occasional digging of a grave by hand when backhoe access to the site is not available.
- Assist the Memorial Liaison Officer to inspect memorial installations by Stone Masons and install Trust supplied memorials as required.
- Working in a manner which promotes health and safety in the workplace, having regard to the health and safety of the appointee, co-workers and the public.

SKILLS and EXPERIENCE

- First aid certificate
- Valid manual driver's license
- Accreditation in operation of Backhoe, skid steer, frontend loader, excavator and other machinery as identified by trust operations
- Ability to work unsupervised
- Ability to understand Trust policy and procedures as they relate to the duties identified above.

Other Duties

As the Trust encourages the philosophy of multi-skilling, other duties as required from time to time by the Management including, but not limited to, creditors, debtors and general accounting functions, cemetery records audits and reviews, or attendance at community engagement events.

Cemeteries of the Trust

- Geelong Eastern
- Geelong Western
- Barrabool Hills, Highton
- Grovedale
- Mount Duneed
- Mount Moriac
- Winchelsea
- Leopold
- Drysdale
- Queenscliff, Point Lonsdale
- Portarlington
- Lorne
- Colac
- Beeac
- Whoorel, Birregurra
- Warncoort
- Flinders Memorial Park, Lara
- Geelong Memorial Park & Crematorium, Armstrong Creek
- Gisborne