

POSITION DETAILS	
Position Title:	Groundsperson / Gardener
Division:	Operations
Work Unit:	Outdoor Operations and Grounds Maintenance
Employment Type:	Permanent Full Time
Classification:	
Industrial Instrument:	Geelong Cemeteries Trust Outdoor Enterprise Agreement 2021-2025
ANZSCO Code:	
Mandatory:	<ul style="list-style-type: none"> • Medical/physical fitness assessment, including Drug and Alcohol • Drivers License • Australian Citizen or Permanent Resident • Fair Work Information Statement – Fair Work Ombudsman • White Card Construction Induction
Desirable:	<ul style="list-style-type: none"> • Verification of competency in powered garden equipment including ride-on lawn mowers
Work Location:	This position will be based at Eastern Cemetery. All employees of the Trust may be asked to commence work at any of the Trust administered cemeteries. The provisions of the Geelong Cemeteries Trust Enterprise Agreement 2021-2025 (Outdoor Staff Agreement) Clause 8 apply.
Delegation Authority	Refer to Delegation of Authority Policy
Relationships:	Reports to: Grounds / Horticulture Supervisor
	Supervisors/Managers: Nil
	Internal Liaisons: All Staff
	External Liaisons: General Public
Special Conditions:	Reasonable workplace adjustments will be made for people with a disability
ORGANISATION OVERVIEW	
<p>The Geelong Cemeteries Trust (GCT) is a progressive, not-for-profit organisation dedicated to making a difference in the lives of regional Victorian communities. With twenty-one iconic sites in regional Victoria, GCT is a proud industry leader providing caring services for our families and communities and maintaining a respectful, sustainable environment. Our inclusive culture and outstanding customer service reflect our people-focused approach and commitment to exceeding the community's expectations.</p>	
POSITION SUMMARY	
<p>To maintain the cemetery grounds in an efficient and high-quality manner so as to ensure our visitors have a pleasant, safe and enjoyable experience.</p> <p>This position will also undertake other fair and reasonable duties as directed and appropriate to the grade of the position and capabilities of the incumbent.</p>	
KEY RESPONSIBILITIES	
<p>The following listed responsibilities are designed to be informative, but not exhaustive, as circumstances and requirements may change over time.</p> <p>Groundsperson / Gardener</p> <ul style="list-style-type: none"> • Maintain gardens, grounds and lawns including but not limited to mowing, pruning, weeding, irrigating, mulching, fertilising, mowing, spraying, and planting. 	

- Work on continuous improvement initiatives and projects within the grounds.
- Working always in accordance with work schedules, seasonal operations, occupational health and safety legislation, codes of practices and industry standards.
- Operate safely plant and equipment which includes but is not limited to ride on mowers, brush cutters and powered gardening equipment, manual and mechanical tools and utility vehicles.
- Provide support and assistance to other operational teams as required.

Risk Management

- Ensure risks are identified, treated, monitored, reported, escalated and closed in line with organisational procedure within respective area of accountability.
- Foster a positive, risk-aware culture across the organisation.

Safety and Wellbeing

- To protect the safety and welfare of self and others by adhering to Health and Safety legislation and bringing to the attention of the supervisor any actual or potential risks, problems or incidents impacting on the safety and welfare of employees or members of the public.

KEY CHALLENGES

The employee will be required to work outdoors in all weather conditions and be subject to everyday occurrences of outdoor work.

EXPECTATIONS

Required to read, understand, and comply with all Trust policies, procedures, and reasonable direction, whilst demonstrating professional workplace behaviours in accordance with the Trust's Code of Conduct.

VALUES AND BEHAVIOUR FRAMEWORK

Our culture is one that welcomes all and embraces diversity consistent with our Values of integrity, respect, responsiveness, accountability, environment responsibility, leadership, and inclusivity. We firmly believe that our people are our most valuable asset, so we work to grow and diversify the skills, knowledge, and capability of all our staff.

SPECIALIST KNOWLEDGE AND SKILLS

- Parks and gardens operations and general understanding of grounds keeping and maintenance, including relevant procedures, standards and requirements.
- Grounds maintenance equipment and machinery with the ability to operate and maintain plant and equipment.

SELECTION CRITERIA

KNOWLEDGE AND SKILLS

- **Critical Thinking & Problem Solving** - Seeks resolution of problems through policy or process guidelines; Otherwise seeks guidance by providing information and ideas relevant towards resolution of problem. Understands concepts enabling improvements in critical thinking and problem solving.
- **Planning and Organising** – Plans and organizes their own work in support of achieving the team priorities. Considers potential changes and proposes contingency plans.
- **Safety** – they collaborate or share ownership of personal safety with the team to take personal responsibility for their safety.
- **Interpersonal Skills** – Sees things from another's point of view & confirms understanding; Understand motivations, needs, and wants of stakeholders and their impact on service delivery; Tailor communications according to audience and/or audience preference.
- **Communicate with Impact** – Makes a positive impression on others & comes across with credibility; Communicates orally in a manner that is clear fluent and holds the listeners' attention; Able to deal with

difficult & sensitive topics & questions.

- **Client Focus** – Understands client requirements and how work addresses client needs. Identify opportunities to improve service. Committed to delivering high quality outcomes for clients.

PERSONAL ATTRIBUTES

- **Self-Awareness** – Recognises own emotional responses to a range of people or events, and the impact these can have on others. Recognises that problems or challenges are a normal part of working and actions can be taken to manage them.
- **Resilience** – Able to remain calm in emotionally charged situations. Accepts constructive feedback in a positive manner and is able to cope with setbacks.
- **Working Collaboratively** – Build a supportive and cooperative team environment; Engages other teams to share information to understand or respond to issues; Support others in challenging situations.
- **Flexibility and Adaptability** - Accept changed priorities without undue discomfort. Responds quickly to changes. Comfortable working in collaboration with teams outside of own.
- **Promote Inclusion** – Is respectful, seeks to understand needs, beliefs, ability and values of people from diverse backgrounds. Understands the importance of diversity in successful service delivery to the community.

PHYSICAL REQUIREMENTS

- Demonstrated ability to perform physical tasks such as digging / landscaping and other labouring duties.
- Ability to perform common manual handling tasks such as; brush cutting, hedge trimming, cultivating garden beds and use of blowers and other small plant.
- Capacity to sit/drive and operate plant and equipment for periods of up to three hours.
- Capacity to kneel on one or both knees for long periods of time.
- Capacity to bend the knees and step up and down from plant and equipment frequently.
- Capacity to walk/negotiate uneven, sloping and slippery ground.

EMPLOYEE DECLARATION

I have read and understand the requirements and expectations of this Position Description. I agree that I have the physical ability to fulfil the inherent physical requirements of the position and accept my role in fulfilling the Key Responsibilities and corporate values. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

Employee Name:

Employee Signature:

Date:

**Chief Executive Officer or
Delegated Officer**

Signature:

Date:

