



Ballarat Cemeteries

POSITION DESCRIPTION

POSITION: Casual Horticultural Officer

APPROVING MANAGER: Operations Manager

DATE APPROVED:

NAME OF INCUMBENT:

SIGNED:

DATED:

Organisation

The Ballarat General Cemeteries Trust is a not for profit organisation established under the Cemeteries & Crematoria Act 2003. We currently operate two public cemetery sites and perform over 800 cremations and 300 burials per year

Our mission is:

- Remembering the past,
- Caring for the present,
- Planning for the future.

Our Values are:

- Responsiveness
- Integrity
- Impartiality
- Accountability
- Respect
- Leadership

Accountable to

The Casual Horticultural Officer will report directly to the Asset Maintenance Supervisor, and will act on all instructions as issued by the Asset Maintenance Supervisor and through the Trust. He/she will abide by the Asset Maintenance Supervisors decision in all situations.

Accountable for

The Casual Horticultural Officer is responsible for the maintenance of the Trust's grounds which includes but is not limited to; all the lawn areas, garden beds, trees, roses, furniture, landscape features, annual plantings in road entrances, paths, drainage systems and other elements on which maintenance works are carried out in accordance with the Ballarat Cemeteries Open Space Maintenance Service Standards (BCOSMSS).

Key Result Areas

The main objectives of the Casual Horticultural Officer are;

Essential Skills, Knowledge and Experience;

- Current valid driver's licence.
- Knowledge of maintaining and operating powered gardening equipment.
- The ability to remain on your feet for long periods of time.
- The ability to work in a sensitive environment.
- The ability to work with limited supervision in a collaborative way in small team environment.

Occupation Health and Safety

1. Promote a safety first culture ensuring the Trusts obligations and compliance to OH&S matters for the Grounds crew and customers is met at all times.
2. Ensure that all Grounds crew work directions, materials, chemicals storage & usage methods and WorkSafe standards are followed at all times.
3. Assurance of safe work practices is followed, including wearing of protective clothing and safety equipment as required.
4. Report / Complete injury and incident reports as required and submit to the Asset Maintenance Supervisor or Operations Manager.
5. Attend the site OH&S meetings if required

People & Culture

1. Participate as a valued member of the Grounds crew.
2. Participate in regular one on ones with your supervisor
3. Participate as a valued member of the Grounds crew to achieve Key Result Areas
4. Collaborate with the Asset Maintenance Supervisor to ensure sufficient resourcing of the Cemeteries operations.
5. Participate in Grounds crew team meetings if required & encourage an open communication climate within the Grounds crew.
6. Focus on enhancing a culture in alignment with the Ballarat Cemeteries values & behaviour demonstrates these values.
7. Share internal communications to all staff.

Work Management and Best Practice

1. Perform day-to-day gardening / grounds maintenance in an efficient and effective manner in accordance with direction of the Asset Maintenance Supervisor.
2. Work in a team environment and encourage crew development.
3. Ensure customer satisfaction at all times.
4. Adhere to relevant policy and procedures.

5. Actively participate as part of a multi-skilling work team within the Grounds crew.
6. Ensure own safety and the safety and security of fellow crew members and the Trust's plant and equipment.
7. Maintain a high standard of workmanship, safety and environmental protection in all works.
8. If applicable assist Grave Digging duties under the supervision of the appropriate supervisor.
9. If applicable conduct pick-up and delivery services to and from Funeral Homes to ensure safe management of the deceased.

Daily Functions

As instructed by the Asset Maintenance Supervisor the Casual Horticultural Officer will:

1. Perform Pre-Start checks on any plant & equipment to be used and ensure you have all materials available.
2. Ensure that you have the required safety equipment to perform the task is planned well before time.
3. Assist and work with all other employees to ensure the smooth, continuous operation of the Cemetery.
4. Present work to the highest possible standard allowed within resources provided.
5. Assist and work with, if applicable, any Contractors engaged by the Trust to work within the Cemetery Grounds.

Work Duties

Include but are not limited to the following:

<p>Turf & Lawn Areas</p> <ul style="list-style-type: none">• Maintenance criteria as set out by the Asset Maintenance Supervisor	<p>Tree maintenance</p> <ul style="list-style-type: none">• Maintenance criteria as set out by the Asset Maintenance Supervisor
<p>All Garden Beds</p> <ul style="list-style-type: none">• Maintenance criteria as set out by the Asset Maintenance Supervisor	<p>Fire Cut</p> <ul style="list-style-type: none">• Maintenance criteria as set out by the Asset Maintenance Supervisor
<p>Bushland</p> <ul style="list-style-type: none">• Maintenance criteria as set out by the Asset Maintenance Supervisor	<p>Park Furniture</p> <ul style="list-style-type: none">• Maintenance criteria as set out by the Asset Maintenance Supervisor
<p>Drainage</p> <ul style="list-style-type: none">• Maintenance criteria as set out by the Asset Maintenance Supervisor	<p>Pedestrian Paths, Roads and Car parks</p> <ul style="list-style-type: none">• Maintenance criteria as set out by the Asset Maintenance Supervisor• Report any safety concerns, defects or damage to the Asset Maintenance Supervisor immediately.
<p>Irrigation</p> <ul style="list-style-type: none">• Maintenance criteria as set out by the Asset Maintenance Supervisor	<p>Property maintenance</p> <ul style="list-style-type: none">• Buildings & Structures by the Asset Maintenance Supervisor• Report any safety concerns, defects or damage to the Asset Maintenance Supervisor immediately
<p>Water Features</p> <ul style="list-style-type: none">• Report any safety concerns, defects or damage to the Asset Maintenance Supervisor immediately.	<p>Plant & Equipment</p> <ul style="list-style-type: none">• Daily Pre-start checks• Daily general cleaning• Daily minor maintenance e.g. lubrication etc.
	<p>Deceased Collection</p> <ul style="list-style-type: none">• Undertake driving duties to collect deceased from Funeral Directors according to set procedures from time to time

At times you may be required to assist with the delivery of other duties as required.