

## Position Description

<b>Position Title:</b>	<b>Cemetery Operator</b>
<b>Reports To:</b>	Team Leader – Cemetery
<b>Responsible For:</b>	N/A
<b>Group and Team:</b>	Community Spaces and Places – Parks and Recreation – Parks Operations
<b>Children’s Worker:</b>	Yes (Non-core)
<b>Delegations and Budget Responsibilities:</b>	As per Delegations Register

### Purpose

To assist the Team Leader – Cemetery to perform duties relating to grounds maintenance, burials, cremations and disinterment in Invercargill and areas within the Southland District.

### Key Relationships

#### External to Council

- Clients/public.
- Community groups and organisations.
- Other local and regional authorities.
- Outside agencies including Government departments.
- Professional organisations.

#### Within Council

- Other team members in your Department/Group.
- Other Invercargill City Council employees.
- Elected Representatives.
- Executive Leadership Team.

### Our Compass Values and Behaviours

#### Responsibility

**Take ownership of decisions and outcomes, both collectively and individually.**

- We willingly share our knowledge.
- We acknowledge our mistakes, work to resolve them and learn from them.
- We give and receive feedback in a constructive manner to resolve issues.
- We do our job with total commitment.

#### Respect

**Everyone is important, as are their views.**

- We support and care for each other.
- We stop to listen, learn and understand.
- We communicate in an honest, up-front, and considerate manner.
- We maintain confidences and avoid hurtful gossip.

#### Above and Beyond

**Take opportunities to go the extra mile.**

- We take the initiative to improve our work practices to get the best result.
- We challenge ourselves and each other to make it better.
- We take pride in providing the best possible outcomes.
- We are ambassadors for our Council at all times.

#### Positivity

**Always look on the bright side of life.**

- We are approachable, interested and friendly.
- We are open and receptive to change.
- We acknowledge and praise the efforts of others.
- We work together as a team to get the job done.

## What You Will Do *(provided as a guide only)*

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### Cemetery Duties

- Prepare graves and graveside facilities for burials, in a prompt and professional manner according to the Cemeteries and Crematorium Operations Manual.
- Attend interments and disinterment's as required, in a professional manner ensuring a high standard of service is provided for our clients.
- Undertake crematorium duties, including processing of ashes, in accordance with crematorium procedures as specified in Cemeteries and Crematorium Operations Manual.
- Locate burial plots accurately, and ensure all burial operations and supporting documentation are recorded for burials within the Southland District, including notifying the appropriate agencies.
- Operate mechanical digging machines, diggings and backfilling graves to the required specifications, ensuring they are finished to a high standard of presentation.

### Cemetery Grounds Maintenance

- Perform mowing maintenance within the cemetery grounds, including litter removal, sumps and general roadway maintenance, maintaining a high level of presentation of our cemetery and crematorium.
- Operate plant and equipment in an efficient and safe manner, to perform grounds maintenance tasks or cemetery duties.
- Ensure plant and equipment maintenance is carried out in accordance with the agreed maintenance schedule.
- Report any maintenance or repair needs to the Team Leader – Cemetery to ensure prompt repairs, the efficient and economic operation of our plant and equipment, and minimal loss of productivity.

### Health and Safety

- Ensure best practice health, safety and environmental practices by actively promoting and participating in health and safety activities to ensure a safe and healthy environment for all employees, contractors and visitors to ICC worksites and offices.
- Fulfil their obligations under the Health and Safety at Work Act 2015 by complying with the company's health and safety policies and procedures.
- Take reasonable care to look after their own health and safety, fitness for work, and the health and safety of others.
- Ensure that no action or inaction on their part results in injury or illness to either themselves or to others.
- Ensure that all workers within their work area are familiar with, and complying with health and safety requirements.
- Identify and notify all hazards. Report all accidents, incidents, near misses and hazards to their Manager, or another person in charge immediately.
- Attend and actively participate in health and safety discussions and training.
- Effectively use personal protective equipment and clothing supplied for all work that requires it.

**Note:** Specific performance measures for this position will be discussed between you and your manager through the performance development plan process.

## What You Will Bring

The below qualities, knowledge and skills are the key focus for this role and are used to assess an applicant's suitability for the role and the incumbent's performance in the role.

### Education and Qualifications

**Essential:**

Full NZ Driver's Licence - Class 1

**Desirable:**

NZ Drivers Licence - "T" (tracks) endorsement

### Knowledge, Skills and Experience

**Essential:**

Competent in Microsoft office suite including Outlook, and confident with basic software systems.

High level of attention to detail and a proven desire to get things right

Commitment to customer service and delivery for our clients

Strong interpersonal skills and confidence dealing with a wide variety of people

A sensitivity to, and awareness of, the broad range of individuals, social, cultural, and ethnic groups within our community

Caring and empathetic demeanour, and a confidence working in an environment requiring privacy and sensitivity.

**Desirable:**

Previous experience in cemetery operations

Experience operating small hydraulic diggers

Experience with amenity horticultural maintenance

## Agreement

### Employee

Name

Sign

Date

### Manager

Name

Sign

Date

**Note:** From time to time it may be necessary to consider changes in the position description in response to the changing nature of the work environment, which includes technological and statutory change. Such changes may be considered as part of the performance development review process or as required.

## **What We All Do**

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### **Customer Commitment**

Treat customers with respect – taking the time to listen, learn and understand.  
Present a positive image of Council by ensuring an efficient, courteous and professional service to customers at all times.  
Acknowledge problems and complaints, identifying and promptly acting on solutions.

### **Continuous Improvement**

Evaluate and review work practices and processes within all areas of responsibility to ensure that they are effective and efficient and implement improvements where appropriate.  
Identify and propose additional business or service opportunities that enhance Council's existing capabilities.

### **Health, Safety and Well-being**

Promote a safe and sound working environment and a culture of safe and responsible behaviours and attitudes.  
Adhere to Health, Safety and Well-being policies and procedures, enabling a safe and healthy work environment for all workers and members of the public.

### **Civil Defence Emergency Management**

Assist Council in preparing for and responding to an emergency.  
After establishing the safety of members of your household, you may be assigned duties to assist Council and/or Emergency Management Southland in an emergency.

### **Other Duties**

Undertake duties from time to time that may be in addition to those outlined but which fall within your capabilities and experience.