



POSITION DESCRIPTION

Position: Cemetery Labourer

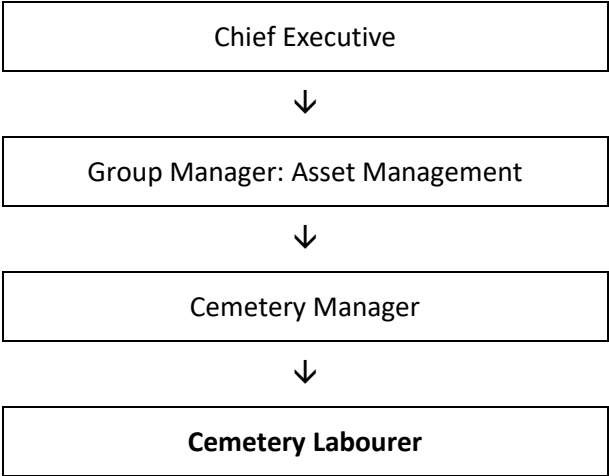
Team: Hastings District Cemeteries

Group: Asset Management

Responsible To: Cemetery Manager

Responsible For: Nil

Organisational Context:



Tirohanga Whānui - Council's Vision for the Community

Heretaunga Whenua Houkura, Heretaunga Hapori Ora

Fertile Land, Prosperous People

Kaupapa Mātāmua - Our Organisational Mission

E mahi ngātahi ana hei painga mō te iwi me te kāinga, i tēnei rā, āpōpō hoki

Working for our people and our place, today and tomorrow

Ngā Uara – Our Values

Te Mahi Tahi - Working Together

- We work collaboratively
- We are flexible and creative
- We celebrate our successes and have fun

Mana Tangata - Respecting Others

- We are inclusive
- We are honest and reliable
- We act with integrity and professionalism

Te Whakaaweawe - Making a Difference

- We strive for excellence
- We are all accountable
- We serve our community with pride

Oranga Tangata - Supporting Wellbeing

- We encourage life balance
- We care for our work whanau
- We bring a positive attitude

Working effectively with Māori

Hastings District Council aspires to a kaitiakitanga conducted in good faith at all times with respect to the aspirations and expectations of Maori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

Context

Our vision for the Hastings District represents the foundations of our community: land and people. We are focused on protecting and enhancing our fertile land and the life-giving waters which support it, and helping the people of this place to fulfil their aspirations and prosper together.

Across the local government Community Wellbeings, we are seeking:

- Economic - a sufficient and supportive economy
- Environmental - a healthy environment and people
- Social – a safe and inclusive place
- Cultural – a vibrant place to live, play and visit.

The Hastings District Council organisation emphasises capabilities such as working together, a can-do attitude, a spirit of service, enabling, community engagement and partnership development alongside traditionally valued technical and management skills and capabilities. Excellence in performance from the organisation as a whole and from individuals is needed.

Purpose of Position

This role is part of the Asset Management Group. The Group includes Transportation, 3 Waters, Waste and Data Services, Hastings District Cemeteries and Crematorium, Public Spaces and Buildings and a Professional Services Panel of Contractors.

The purpose of this position is to support the Council in terms of the areas of activity by:

- Undertaking the disposal of the dead by earth burial in accordance with various burial acts
- Following orders and local regulations
- Maintaining Hastings District Cemeteries' high standard of presentation

Other

- We all have responsibility for Health and Safety, therefore the staff member in this role shall:
 - Ensure compliance with the provisions of the Health and Safety at Work Act 2015, and all applicable regulations, Codes of Practice, standards and guidelines.
 - Observe all occupational safety and health policies, procedures and rules stated by Council which are pertinent to the duties carried out by the officer in this position and in all operational areas of the organisation.
 - Promptly and accurately report and record any workplace injuries and incidents.
- Civil defence activities as required. Local government is responsible for looking after communities in the event of a Civil Defence situation. This means that once you have ensured the safety of your family and property, you may need to assist with civil defence or critical incident management.
- Council has a Staff Policy & Information Manual which includes a Code of Conduct – staff are expected to comply, along with all other organisational policies and procedures.
- Such other duties as may be allocated by the manager from time to time.

Key work areas for which this position will have a responsibility are:

Cemetery Tasks

- The disposal of the dead by earth burial in accordance with various burial acts and orders and with local regulations, and with due regard to Health and Safety at Work Act
- To ensure correct identification of graves
- To ensure that graves are backfilled and the site left in good order
- To dig graves either by hand or with the use of machinery and prepare for burial
- To ensure that sunken graves are built up as necessary and turf if required

- To carry out memorial safety inspections, making safe any memorials that fail these tests
- To remove and fix memorial plaques in the Cemeterie
- To maintain awareness of current practice and changes in legislation

Horticultural Tasks

- The planting and maintenance of trees, shrubs and annual bedding schemes
- The annual maintenance of hedges, shrub and rose beds and flower beds
- Grass care and maintenance
- Grounds maintenance
- Use of horticultural chemicals

Equipment and Machinery

- To drive, maintain, clean and operate all vehicles, plant and machinery in accordance with the manufacturers' instructions and established good working practise
- To ensure all necessary data is logged for all equipment and stores are maintained

Safety Duties

- To comply with Health and Safety at Work Act Policy Statement for the Landscape Section and all other regulations applicable to horticultural activities

General

- To participate in training programmes and to attend courses as required
- Other duties of a similar nature that may be required
- To liaise and assist with enquiries from stakeholders, members of the public and the bereaved

Own personal management and development

- To be responsible for ensuring personal health and safety by following safe systems of work, and by meeting the requirements of the health and safety policy
- To ensure that the council's equal opportunities policies are followed and actively practice social inclusion within own area of service
- To read and respond to corporate communications and information which is disseminated
- To participate in the council's agreed performance appraisal system

Professional / technical

- Maintain personal professional/technical competence within the service area.

Other responsibilities

- To be available to cover crematorium office and crematory duties for emergencies and overtime as needed, this to include
- Assisting with public enquiries relating to the service at the cemetery office
- Registering Burials, Cremations and Memorials
- The cremation and processing of the deceased
- To ensure personal compliance with any specific legislation that impacts upon, and exists to protect, the corporate health of the organisation, whether relating to personnel management or service delivery

Important Functional Relationships

External

Funeral Directors
Monumental Masons
Contractors
General Public
Service Providers

Internal

All staff
Manager
Team Leader

Committees/Groups

Expected Behaviours

The Expected Behaviours detailed below form part of the performance appraisal programme for all staff.

All Staff

Commitment/Personal Accountability - works willingly to achieve quality outcomes on time.

Teamwork - works constructively with team members and/or other employees towards a common goal.

Customer Focus - puts the perspective of the customer (internal and external) at the forefront of the service process and works to create quality outcomes.

Effective Communications and Relationships - when exchanging information, is successful in sharing meaning and understanding between the person sending the message and the person receiving the message.

Planning and Organising - demonstrates a systematic and efficient approach to work to achieve desired outcomes.

Continuous Improvement/Innovation - seeks opportunities for, and encourages ideas that provide solutions to all types of workplace challenges.

Professional/Technical Expertise - Has the required level of professional and/or technical expertise for the position.

Supervisor/Manager Only

Coaching for Performance - serves as a source of advice, information, encouragement and support to employees, in order that they perform more effectively and reach their potential.

Leadership - models and promotes HDC's Vision, Mission, Values and Behaviours; sets and communicates the direction of their section accordingly; motivates and enables others to contribute to that direction.

Constructive Working Relationships with Elected Members - proactively develops effective relationships with elected members; works effectively with elected members to meet mutual goals and objectives.

Strategic Perspective - understands the context of HDC within the outside world; is aware of HDC's critical success factors; considers the "big picture"; and anticipates the long-term broader issues that affect HDC so as to influence the future.

Person Specification

Qualifications

- Nil

Knowledge/Experience

- Experience in Cemetery and Crematorium operations
- Good understanding of the Cremation and Burial Act
- Experience in grounds/building maintenance
- Drivers Licence

Key Personal Competencies

- Customer service experience
- Basic computer skills – Outlook, Word Excel
- Available for weekend work

Personal Attributes

- Pleasant outgoing personality
- Affinity with people, empathetic
- Tidy in appearance
- Physically fit
- Team player