



POSITION DESCRIPTION

	Grave Digger
EMPLOYMENT TYPE:	full-time (40 hours per week)
ROLE CLASSIFICATION	RPCV Enterprise Agreement – Outdoor Class III
UPDATED:	August 2022
RESPONSIBLE TO:	Team Leader, Cemetery Operations
APPROVED BY:	CEO

ORGANISATIONAL CONTEXT:

Remembrance Park Central Victoria (RPCV) is a community based, not for profit Victorian public entity. Established as one of five Class A Cemetery Trusts in Victoria under the provisions of the *Cemeteries and Crematoria Act 2003*, and is It is accountable to the Minister for Health through the Department of Health and Human Services.

RPCV is responsible for the strategic direction and commercial operation of ten (10) cemetery and crematoria sites in Central Victoria including those cemeteries in the area such as Bendigo, Kangaroo Flat, Eaglehawk, White Hills, Axedale Public and Emu Creek. The responsibility includes the management and conservation of the cultural and historical significance the cemeteries – a key part of our community engagement strategy. See more details about our areas of operations and service delivery at www.rpcv.org.au

Position is based at Eaglehawk Cemetery, 5 Victoria St and requires travel to other RPCV memorial parks sites.

ROLE CONTEXT:

This role supports the Team Leader and wider operations team in the delivery of day to day cemetery management.

STRATEGIC PRIORITIES 2022 – 2025

1. Honour and Celebrate
2. Connect and engage with our communities
3. Community Parklands
4. Support class B Cemeteries
5. Environmentally Sustainable
6. Strong Foundations

POSITION OVERVIEW:

The position reports to: Team Leader/Coordinator, Cemetery Operations and is responsible for:

- Quality Customer Service – burials, interment, memorialisation
- Grounds and maintenance support
- Safe Work practices
- Team Player and continuous improvement

POSITION RESPONSIBILITIES:

All RPCV employees are required to demonstrate the expected behaviours and values, and act within their level of authority in carrying out their key responsibilities outlined below.

BURIALS, INTERMENT, MEMORIALISATION

Ensure a high standard of customer services at cemetery sites by:

- finding and confirming burial and interment locations prior to commencement of work
- digging of graves and re-opening of graves
- excavation of rock as required
- shoring of graves
- dressing up of graves
- backfilling graves
- liaising with funeral directors and RPCV Customer Care
- slumping, top dressing, seeding and sod replacement
- respectful monitoring funeral services for assistance, safety and compliance with public health orders
- timely processing of all burial paperwork in line with standard operating procedure
- ashes interments
- plaque, vase, flower holder installations
- assist the general public with onsite enquiries
- general grounds maintenance and cleaning tasks
- maintenance of equipment
- property maintenance including repair of infrastructure, particularly if damaged when grave digging
- backfill coffin collection driver as required
- other duties as directed by Management

ORGANISATIONAL RESPONSIBILITY:

- Acting in accordance with the Code of Conduct, policies and procedures
- Practice and promote RPCV's principles by treating fellow staff and volunteers fairly and equitably and without discrimination and harassment.
- Promote a positive image of RPCV to members of the public through professional standards and personal presentation and by interacting in a courteous and efficient manner.

- Take reasonable care for your safety and the safety of others who may be impacted upon by your actions and comply with workplace health and safety requirements.
- Perform other duties as required by RPCV management.

KEY SELECTION CRITERIA

- Construction white card
- Certificate of competency (backhoe and loader)
- Successful completion of industry “Grave Safe” course or its equivalent
- Workplace first aid
- Wear RPCV branded work wear/uniform and personal protective equipment provided by RPCV
- Be able to attend the main office at Eaglehawk as per roster and undertake physical work
- Hold a valid driver’s licence
- Be willing to undertake a national criminal history check and working with children (where required)
- Be able to use technology, email, ipad, database, gps mapping and undertake administrative tasks

INHERENT ROLE REQUIREMENTS:

List here any qualifications/licences/skills/conditions etc that are critical to undertake the role safely. For example:

- *Drivers Licence*
- *Police check*
- *Outdoor work, lifting etc*
- *After hours work*