


POSITION DESCRIPTION



Position title	Senior Team Member – Cemetery Maintenance
Classification	Level 8 (Municipal Employee) ASTC EA
Position number	P3414
Directorate	Infrastructure Services
Responsible to	Team Leader Cemetery
Position status	Permanent, Full-Time
Position description approved:	 Date: 4/2/2026

Primary Objective

To provide high-level horticultural and technical expertise in the maintenance of Council's cemeteries. This role requires an experienced tradesperson or horticulturalist to lead groundskeeping standards, operate complex plant machinery to productive capacity, and ensure the seamless execution of funeral services through advanced logistical planning and quality control.

Key Responsibilities

- Exercise high-precision horticultural skills, including complex turf management and the application of specialised chemical treatments.
- Provide technical guidance and assistance to other team members.
- Operate and maintain Class B or C machinery (e.g., advanced backhoes, tractors with attachments, or heavy mowers) to full productive capacity.
- Arrange essential support services independently, including fuel procurement, machine transport, and minor mechanical repairs.
- Responsibility for establishing production and quality targets for site maintenance. Implement quality control techniques to ensure cemetery aesthetics meet Council's benchmarks.
- Install, repair, and fault-find on cemetery infrastructure, potentially involving hydraulic or pneumatic systems (e.g., irrigation controllers or specialised burial equipment).
- Work under limited supervision to interpret complex work plans, conduct electronic business correspondence, and manage daily work records with high accuracy.
- Assist with garden maintenance of the cemeteries, including the identification, removal and eradication of weeds, pests and diseases through the effective use of pesticides and herbicides
- Work safely as part of a team following Council policies and procedures
- Undertake a range of appropriate support duties as directed by the Supervisor
- Perform other duties within capabilities and / or consistent with the level of this position as required.

Professional and Organisational Responsibilities

- Comply with ASTC policies, Work Health and Safety requirements and the Code of Conduct.
- Undertake other duties consistent with the level and responsibilities of this position.

Qualifications

- Current MR Class Licence to be able to drive in the Northern Territory
- Current National Criminal History check (less than 6 months old)
- Pre-employment medical examination/drug screening to determine fitness to perform nominated duties

Selection Criteria

Essential

1. Demonstrated experience as a tradesperson or horticulturalist with the ability to provide guidance to less experienced staff.
- Advanced Plant Operation: Proven competency in operating Class B or C machines with various attachments to high productive capacity.
 - Independent Maintenance: Ability to manage own support services, including fuel, transport of machinery, and performing minor repairs/fault-finding.
 - Quality Management: Demonstrated ability to implement quality control techniques and set personal production targets based on high-level work plans.
 - Technical Problem Solving: Ability to read and understand technical diagrams (e.g., irrigation or hydraulic layouts) and perform routine modifications or repairs.
 - Autonomous Communication: High-level verbal and written communication skills, including the use of digital tools for work reporting.
 - Physical & Professional Integrity: Ability to perform heavy manual work safely while maintaining the high level of sensitivity required for cemetery environments.
2. Ability to be respectful to the general public and other Council employees
 3. Current MR Class Licence to be able to drive in the Northern Territory.

Desirable

1. Experience and ability to work in a cross-cultural environment
2. Understanding of and familiarity with Aboriginal Culture

ACKNOWLEDGEMENT

I have received a copy of this Position Description and have read and understand its contents.

Employee Name _____ ::FIRSTNAME:: ::LASTNAME:: _____

Signature _____ ::SIGNATURE:: _____ Date _____