

### POSITION DETAILS

TITLE	Sexton
REPORTS TO	Team Leader, Open Spaces Operations
LOCATION	Whakatāne District Council Open Spaces Depot
DATE	January 2024
DIRECT REPORTS	Nil
FINANCIAL DELEGATION	Nil

### PURPOSE OF POSITION

Our Sexton position sits within the Open Spaces Operations team to perform sexton duties relating to interments, cremations and disinterments and ensure the delivery of a professional and respectful service at all times. This position includes undertaking a wide range of duties as required to ensure a high standard of presentation within our cemeteries and provide assistance to other teams within the department when required, to ensure the general maintenance of Open Spaces assets throughout the District

The Open Spaces Section comprises 5 cemeteries, reserves associated with public facilities, reserves and playgrounds, sports grounds.

The role is required at all times to champion awareness, involvement, compliance and commitment to maintaining a safe and healthy working environment. This includes ensuring all reasonably practical steps are taken to preserve the safety and wellbeing of our employees, public visitors, volunteers and contractors.

### KEY ACCOUNTABILITIES

KEY RESULT AREAS	EXPECTED OUTCOMES / PERFORMANCE INDICATORS
VALUES	The best interest of the organisation are represented at all times ensuring Council values are reflected in behaviours and professional delivery of role.
BURIAL OPERATIONS	<p>Prepare graves and graveside facilities for burials and attended and unattended interments as required in accordance with specifications and statutory requirements.</p> <p>Graves prepared and finished to a high standard of presentation</p> <p>General plot maintenance is regularly undertaken</p> <p>Disinterments carried out in accordance with correct procedures and all health &amp; safety requirements are met</p> <p>Supervise and direct assisting cemetery staff on site as required and ensuring standards are met.</p>
Crematorium Operations	<p>Undertake cremations in accordance with documented and legislative requirements</p> <p>Supervise and direct assisting cremation staff on site as required and ensuring standards are met.</p> <p>Scheduling of routine cremator maintenance and organising repair work as required.</p>

	<p>Cremator and cemetery bays are kept tidy at all times</p> <p>Ensure high standard of presentation for all chapel services</p>
<b>AMENITY HORTICULTURE</b>	<p>Work collaboratively with the wider Open Spaces Team to undertake horticultural maintenance including mechanical edging within all cemeteries</p> <p>Assist the wider Open Spaces Team with preparation of planting beds, planting, weeding, fertilising, mulching, pruning, general maintenance and any other horticultural practice as required</p>
<b>SPRAYING</b>	Undertake herbicide application when required.
<b>MACHINE OPERATION</b>	Operate and maintain scrub cutters, chainsaws, tractors, specialised excavation machinery and any other horticultural plant and equipment safely and in accordance with operating manuals/procedures.
<b>GENERAL CLEANING</b>	Undertake litter collection, sweeping paths, and other cleaning duties as required.
<b>ADMINISTRATION</b>	Accurate and timely work records prepared and delivered in accordance with legislative requirements, standard procedures and relevant work management systems.
<b>FUNCTIONS</b>	Places and Open Spaces assets well maintained and operative.
<b>HEALTH, SAFETY AND WELLBEING</b>	<p>Ensure Council's documentation and procedures are understood and implemented to ensure risks to health and safety of those in the workplace are eliminated and / or controlled.</p> <p>Accurately report all work-related hazards, incidents and accidents and implement any follow up corrective actions.</p> <p>Provide support, as required, to Health and Safety staff and General Manager to complete due diligence audits and other internal audits, assessments and investigations.</p> <p>Regularly attend Health and Safety training, ensuring certification is current, as required.</p> <p>Ensure active worker participation and engagement in Council's health, safety and wellbeing practices and projects.</p>
<b>ADDITIONAL DUTIES</b>	<p>Assist with emergency management events as instructed and attend relevant training in Civil Defence as required.</p> <p>Attend relevant training, as required.</p> <p>Complete other duties that may be required, in agreement with the line Manager.</p>

## KEY RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> <li>Public</li> <li>External Agencies</li> <li>Contractors</li> <li>Funeral Directors</li> </ul>	<ul style="list-style-type: none"> <li>Manager Open Spaces</li> <li>Community Experience Team Members</li> <li>All other staff within Council</li> </ul>

## PERSON SPECIFICATION

<b>QUALIFICATIONS</b>	Recognised funeral industry training and a Qualification in Amenity Horticulture, preferably recognised by the NZQA – e.g. Certificate in Horticulture.
<b>EXPERIENCE</b>	<p>Recent Sexton experience including cemetery and crematorium operations and a background in horticulture.</p> <p>Experience with equipment/machinery.</p> <p>Full clean drivers licence with Wheels Tracks and Rollers endorsement</p>
<b>KNOWLEDGE, SKILLS AND ATTRIBUTES</b>	<p>High attention to detail, excellent time management and ability to work unsupervised or with minimal supervision.</p> <p>Has good interpersonal and communication skills, empathetic and respects others and maintains confidentiality, strong team player, flexible and willing to support others.</p> <p>Solution focused, shows initiative and inspires commitment to achieve outcomes, understands the need for key relationships, acts with honesty, transparency and empathy for people and communities.</p> <p>Has no previous medical conditions or injuries that will affect performance on this hands on position.</p>
<b>OVERALL</b>	<p>Able to work overtime and weekends as required.</p> <p>Full clean current drivers licence.</p>

I, \_\_\_\_\_ agree and accept the duties and responsibilities captured in this position description.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date



## OUR VISION AND VALUES

*Tō tātau matakiteanga  
me ngā wāriutanga*

OUR VISION *Ngā matakiteanga*

 **Better Together**  
**Toitū te Kotahitanga**

WHAKATĀUKI

Hūtia te rito o te harakeke,  
kei hea te kōmako e kō, kī mai ki ahau.  
He aha te mea nui o te ao, māku e kī atu,  
he tangata, he tangata, he tangata.

*Take away the heart of the flax bush and where  
will the bellbird sing? If you ask me what is the  
most important thing in the world  
I will tell you, it is people, it is people, it is people.*

**We put people at the  
heart of everything we do**  
**Toitū te Tangata!**

- We value relationships
- We think of others
- We listen to understand
- We value our differences

**We work as one team**  
**Toitū te Mahi Tahi!**

- We trust and support each other
- We speak up
- We share our story
- We back each other up
- We keep each other informed and up to date
- We involve each other
- We ask for help when we need it

**We are always learning  
and improving**  
**Toitū te Taumata!**

- We look for success on the horizon
- We seek out opportunities to grow
- We safely make mistakes
- We strive to be better
- We're open to change and embrace it
- We ask questions and challenge assumptions
- We reflect and review
- We ask for and share feedback
- We're brave and have courage

**We care about  
our environment**  
**Toitū te Taiao!**

- We keep our communities informed
- We are stewards of our place
- We bring people together
- We consider the needs of our communities
- We improve quality of life
- We are the community

**We are passionate  
and proud**  
**Toitū te Mauri Ora!**

- We love this place
- We love what we do and do what we love
- We bring energy and enthusiasm
- We look to have fun
- We aim for the best version of ourselves every day
- We acknowledge our efforts
- We share success stories
- We honour our past
- We look to the future together