

Cemetery Operations Field Officer

Job No:	1145
Location:	Regional
Level:	WDRC Operational Staff Certified Agreement Grade 5
Status:	Full Time/Fixed Term (12 months)

Western Downs Regional Council has been awarded the Large Employer of the Year award at the Darling Downs South West Region Queensland Training Awards for 2019, 2021, 2022, 2023 and 2024.

Be part of a team that make a real difference within the communities we serve. Our mission drives us, and we want you to be part of the journey.

Experience Western Downs It's the people that make it

This Position Location is Regional and can be based in either Dalby, Chinchilla, Jandowae, Miles, Tara or Wandoan

The Opportunity

Operating from within the Parks & Recreation Department from Myall Remembrance Park or other regional cemeteries, you will undertake a range of duties specifically related to cemetery interment tasks, in addition to a range of horticultural duties including the maintenance of Council's cemeteries, parks and assets.

This role encompasses a range of duties and responsibilities which may vary as directed by Council. The key ones include:

- Identifying and accurately checking the location of a grave/interment site, and ensuring all associated documentation is completed and provided within agreed timeframes.
- Preparing a grave site for a burial (inclusive of backfilling) ensuring external environmental conditions are assessed and the installation of appropriate shoring for individual graves is in place;
- Working directly with Funeral Directors to set up the grave site utilising site specific equipment such as lowering devices;
- Undertaking pallbearer duties as required.

About Yourself

Suitability for this position will be based on experience, application, achievement, and potential in the following critical competencies as they link to the key responsibilities for this position.

Proven/Demonstrated experience in:

- Proven ability to work independently and a part of a team;
- Highly developed interpersonal and communication skills;
- Proven understanding of and commitment to WHS practices and risk assessment which ensure a safe and healthy working environment for staff and the public;
- Flexibility and initiative in dealing with the unexpected, including the ability to always maintain a professional approach;
- High attention to detail, with demonstrated capacity to effectively organise resources to achieve delegated tasks within agreed timeframes;

The Benefits of Working for WDRC:

Work / life balance

We understand the importance of balance. Enjoy flexible work arrangements and wellness programs designed to keep you at your best.

Superannuation

In addition to your annual salary, Council will contribute twelve (12) per cent, including the superannuation guarantee contribution.

Growth Opportunities

We invest in your growth. Whether it's skill development, mentorship, or career advancement, we've got you covered.

Access to Corporate Health Plan

Take care of yourself and join one of our Corporate Health Plans to improve life.

Health & Wellbeing program and Mental Health Support

Change your lifestyle and live better with healthy ideas. Be your best possible self with provided support and information.

Access to free Employee Assistance Program & confidential counselling

Reach out to someone confidentially if you are experiencing any concerns or problems.

Salary Packaging Available

Restructure your salary to work for you to pay for everyday living expenses such as Motor Vehicles, Superannuation, Remote Area Housing (Rent), Fuel, Gas and Electricity.

Allowances Available (if applicable)

Allowances such as Locality Allowance may be applicable to your position.

Leave Loading

You will receive 17.5% leave loading on top of your base rate of pay, while you are on Annual Leave.

Uniforms and PPE

Uniforms and Personal Protective Equipment (PPE) provided.

Job security in a local government position

Feel secure working for an organisation who believes in strong foundations of respect, balance, communication, teamwork, accountability and leadership.

Living & Working in the Western Downs:

[Experience Western Downs](#)

If you are looking to join an innovative and dynamic company, that provides staff with a work life balance and opportunities for growth with state of the art mentoring from professionals within its team, this may be the role for you. Be part of the community you serve. **TOGETHER WE MAKE A REAL DIFFERENCE.**

Applications close at Midnight AEST on Thursday 3 September 2026

Additional Information

The recruitment process may include candidates undergoing a pre-employment medical including drug and alcohol testing.

WDRC reserves the right to close or withdraw vacancies before the advertised closing date, or extend the closing date, without prior notice.

Applicants must have the legal right to work in Australia. Applicants who hold a valid Australian work visa are encouraged to apply.

How To Apply

To view the position description please click the Job Attachments tab, located next to the Advertisement tab at the bottom of the page. If you wish to be considered for the position, click the Apply button and complete your application as required.