

<b>Position</b>	<b>General Labourer (Heritage Team)</b>
<b>Reporting to</b>	Heritage & Restoration Supervisor / Heritage and Facilities Project Manager
<b>Location (Prime)</b>	Glasnevin (base) and all other cemeteries Newlands, Dardistown, Palmerstown, Goldenbridge as required
<b>About Dublin Cemeteries Trust</b>	Founded in 1828, Dublin Cemeteries Trust group is the leading provider of Burial and Cremation services in the greater Dublin area and manages a total of five Cemeteries and three Crematoria, including an award-winning heritage site at Glasnevin, Ireland's National Cemetery
<b>Scope of Responsibility</b>	The post holder will be part of the Heritage team responsible for establishing lasting foundations for memorial headstones. The post holder will also be responsible for assisting in other labouring jobs as required by the Organisation.
<b>Duration</b>	Permanent
<b>Hours of work/Grading</b>	39 hours
<b>Key Areas of Responsibility</b>	<p><b>Duties</b></p> <ul style="list-style-type: none"> <li>• Digging out foundations including mixing pouring and levelling of concrete</li> <li>• Assisting with the safe moving of materials, heavy machinery and equipment</li> <li>• Ensuring that all work areas are left clean and safe from debris and dangerous materials</li> <li>• Adhere to all relevant safety regulations, site protocols and building codes.</li> <li>• Travel to other cemetery sites will be required.</li> <li>• Work collaboratively with other tradespeople and colleagues on-site</li> <li>• Maintain all tools, equipment, and workspaces in good condition, ensuring proper storage and upkeep. Promptly report any hazards, faulty equipment, or required repairs to the Heritage &amp; Restoration Supervisor / Heritage &amp; Facilities Project Manager.</li> <li>• In conjunction with the Heritage team, work in delivering the agreed programme of works for heritage and restoration as well as other projects as directed by management, ensuring timely and efficient project completion.</li> </ul>

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	<p>Work in conjunction with management/external resources and management to ensure all areas of role are fully health and safety compliant</p> <p><b>General</b></p> <ul style="list-style-type: none"> <li>• To carry out all duties with due regard for the policies and procedures of all Dublin Cemeteries Trust policies and procedures</li> <li>• Participate in training programmes, staff development and performance management schemes as identified by the Organisation</li> <li>• Our vision, mission and values are the heart of everything we do – it is your duty to the Trust, our customers and your team that you are leading by example through these.</li> </ul> <p><b>Work duties may develop and change over time as the needs of the organisation change. The above role description is non-exhaustive.</b></p> <p><b>Flexibility</b></p> <p>We aim to be flexible in our role and adaptability is very much part of the ethos of Dublin Cemeteries Trust. You may be asked to perform other duties which are not included above but which are relevant to your area of work. In addition, you may be asked to help out other colleagues in DCT from time to time. This may involve multi-site working as Dublin Cemeteries Trust requires.</p> <p>As a result of technological advancement, regulatory changes and sectoral developments, the workplace will continue to change over time, with new systems and new work practices being introduced as needed. Your duties will evolve over time as the needs of the organisation and the environment in which it is operating develop. In addition, your duties may evolve in line with your own development in your role.</p> <p>The above list is not exhaustive; additional areas of responsibility may be added over time and flexibility to cover for other staff roles is required from time to time.</p>
<p><b>Key Requirements</b></p>	<ul style="list-style-type: none"> <li>• Full clean driving license - <i>essential</i></li> <li>• Minimum 5 years' experience in a similar role</li> <li>• Proficiency in using hand tools (trowels, levels, hammers, chisels) and power tools (masonry saws, mixers, drills)</li> <li>• Practical experience with plant machinery, including diggers, dumpers, and teleporters</li> <li>• A strong sense of customer care and an ability to deal sensitively with customers, including the bereaved</li> <li>• Strong knowledge of workplace safety regulations and best practices.</li> </ul>

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	<ul style="list-style-type: none"><li>• Strong interpersonal and communication skills, with the ability to work independently or collaboratively with team members, supervisors, and other tradespeople.</li><li>• Strong problem-solving skills and adaptability to project challenges.</li><li>• Safe Pass Training</li><li>• Manual Handling Training</li><li>• Reliable, good timekeeping and attendance</li><li>• Proficient IT skills- MS Office, Word, Excel, PowerPoint- (desirable).</li></ul>