



Position Description – Caravan Park Caretaker (Bingara)

Reports To
Community Development Manager

Supervisory Responsibilities
Nil

Applicable Award
Local Government (State) Award 2017

Overall purpose of the position

This position is responsible for the administration, control and cleaning of the Bingara Caravan Park.

This is a permanent part time position. The minimum hours will be four (4) shifts per fortnight generally on alternate weekends through to Tuesday, (ie Saturday to Tuesday). Additional hours will be required to relieve when other staff are on leave.

Tasks and responsibilities

- To manage and supervise the caravan park on behalf of Council including
 - the collection of fees,
 - keep money secure and bank and record daily
 - keep records of guest patronage
 - the cleaning of the amenities and facilities eg BBQ,
 - the preparation and cleaning of on-site cabins
 - keep records of complaints received and action taken
 - maintenance of grounds and gardens including mowing, edging, weeding, planting trees/shrubs, water grounds and gardens as needed and providing new gardens
 - maintenance of facilities (buildings, structures, power poles, signage and the like) including painting, replacing light bulbs, replacing damaged or broken fixture and fittings and the like
 - address issues and complaints raised by park tenants and users

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- Foster and maintain Council’s Work Health and Safety programs and policies
- Report to Supervisor
 - immediately any unsafe work practices or conditions
 - potential future upgrading of the caravan park and its facilities
- Apply Council policy and procedures
- Liaise with other Council staff and work teams
- In accordance with the Award the employee is to carry out such duties that are within the limits of the employee’s skill, competence and training

Performance Criteria:

- Ensure equipment is well maintained and report faults immediately
- Ensure plant and equipment is effectively and efficiently used for its intended purpose
- Ensure Park grounds, amenities and facilities are maintained to an accepted standards
- Ensure timesheet is completed accurately and punctually
- Ensure that work is of a high quality
- Ability and willingness to learn a variety of skills to be utilised within Council’s Organisation & Community Development Department
- Compliance with Council policies and procedures in particular the park rules and associated Caravan Park Tenancy rules and regulations
- Presents a positive image of Council to the park tenants, patrons and general public
- Ensure that the necessary materials and equipment are on hand to complete projects
- Keeping of records including records of visitations, bookings, income receipts and takings, daily banking, incident reports and maintenance records
- Ensure compliance with EEO provisions
- Level of liaison with other Council staff and work teams

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Workplace Health and Safety Obligations (all staff):

1. Ensure that before commencing a task or project that, in consultation with the involved Council employees, all foreseeable hazards have been identified
2. With regard to the identified hazards that there has been an assessment of the risks undertaken
3. To be satisfied that the approach adopted for undertaking the risk assessments is suitable for producing dependable risks assessment
4. In consultation with Council employees and the appropriate manager, risk management procedures are developed to control the risks to an acceptable level
5. Be satisfied that the adopted risk management procedures represent workable solutions for controlling the assessed risks
6. With regard to the proposed risk management procedures ensure that there is available the resources, technical expertise and skills to enable staff to implement the proposed risk management procedures
7. Where necessary advise the appropriate manager of any identified training requirements to enable Council employees to carry out the relevant risk management procedures
8. In reviewing the hazards identification, risk assessment, and the risk management procedures to be adopted by Council consideration is given to other persons who are not employees of Council and who may be at the workplace
9. At the workplace at all times, the adopted risk management procedures are to be observed by all Council employees
10. By personal example demonstrate a commitment to promoting a safe Council workplace

If breaches of risk management procedures are observed the Caretaker is required to;

1. Instruct persons to cease any unauthorised/unsafe practice
2. Instruct persons as to the appropriate risk management procedures to be followed
3. Review appropriate risk management procedures to be followed

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4. Ensure that other employees are aware of their obligation to follow the approved risk management procedures
5. Advise that failure to follow risk management procedures could be considered to be a breach of the law
7. If the breach continues consider which additional measure may be required to ensure that the proper risk management procedures are followed at all times
8. If necessary refer any breaches of risk procedure to the responsible manager for possible disciplinary procedures under the award

Equal Employment Opportunity

The Gwydir Shire Council is an Equal Employment Opportunity Employer and appoints on the basis of merit. Merit is determined by assessing the applicant's abilities, qualifications, experience, work performance and personal qualities relative to the requirements of the position.

Requirements of the Role

Essential

- Demonstrated ability in customer service and dispute resolution.
- Ability to undertake all cleaning and preparation of cabins and amenities as well as minor maintenance and gardening.
- Good communication skills, written and oral.
- Demonstrated cash handling skills and general office duties.
- Demonstrated ability to work in a team environment.
- Ability to work flexible hours as required.

Desirable

- Class C Drivers licence
- Experience in the operation and management of a Caravan Park

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Remuneration

This position is classified as Band 1, Level 2, (Grade 2) in Gwydir Shire Council's competency based salary system with a commencing hourly rate of \$21.647632 plus relevant penalty rates

Applications addressing the selection criteria are to be marked confidential and addressed to the General Manager, Locked Bag 5, Bingara NSW 2404 Applications must be received by 4.00pm Friday 2nd March 2018

Employment Declaration

- I agree with and understand the requirements of my employment, as detailed in this position description.
- I have had the opportunity to ask questions regarding the terms of my employment and have received satisfactory answers.
- I understand that the above position description describes the general nature of my employment, and that other duties may be required of me upon request.
- I understand that I will not be asked to participate in additional duties that are unreasonable, or outside of my capability and training.
- I understand that I will receive in-house training in aspects of my employment that I am not currently proficient, in order to satisfactorily meet the position requirements.
- I will take reasonable care for my own health and safety.
- I will take reasonable care for the health and safety of others.
- I will comply with any reasonable instruction given by the GSC.
- I will cooperate with any reasonable policies and procedure of the GSC.

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