**Barwon Coast Committee of Management Inc.**
7 Ewing Blyth Drive,
Barwon Heads VIC 3227

# POSITION DESCRIPTION

## Maintenance Officer

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| Reports to: | Operational Coordinators |
| Location: | Barwon Coast |
| Classification: | Level 3 – Barwon Coast Enterprise Agreement 2022 |
| Job Type: | Casual |

**BARWON COAST**

Barwon Coast Committee of Management Inc. (Barwon Coast) is delegated to manage 22km of the coast along Victoria's Bellarine Peninsula. This includes the beaches and foreshores of Collendina, Ocean Grove, Barwon Heads, 13th Beach, and Breamlea.

In partnership with Traditional Owners, Barwon Coast's charter is to protect and enhance the natural environment and provide opportunities for residents and visitors to enjoy these areas. This is supported by the Barwon Coasts values of Commitment, Authenticity Respect, Excellence.

Management of the foreshore is done strategically through implementation of the Barwon Coast Coastal and Marine Management Plan 2020-2025.

Barwon Coast activities include constructing and maintaining a large range of public infrastructure and facilities within the coastal reserves, including walking tracks, toilets and BBQ's. Through our Natural Resource Management Team, Barwon Coast manage and protect the coastal reserves.

Barwon Coast operates the Barwon Heads Caravan Park, Riverview Family Caravan Park (Ocean Grove), Riverside Camp Ground (Ocean Grove), and Breamlea Caravan Park, as well as managing various community and commercial leases and licences.

All revenue raised is reinvested to care for the natural environment and to provide facilities and infrastructure along the coast for use and enjoyment by all.

**The Role:**

This position plays an important role in ensuring Barwon Coast's fore shore reserves and caravan park grounds and facilities are maintained to a high standard. It is a physical role, primarily working outdoors and undertaking a range of grounds and facility repairs and maintenance, cleaning, customer service, general maintenance and manual duties.

The **Maintenance Officer** will be responsible for:

- Ensuring the foreshore reserves and grounds at our caravan parks and campsite are kept at a high standard inline with customer and Barwon Coast expectations.
- Maintenance Officers are required to at all times be aware of and take action on matters impacting on public safety, public presentation and the sustainability of our coastal environment.

**CONDITIONS OF APPOINTMENT**

The terms and conditions of employment are outlined in an individual employment contract, and is governed by the Barwon Coast Enterprise Agreement 2022 and Fair Work Act 2009.

Availability: week days, weekend and public holiday

Location: Barwon Heads Caravan Park, Riverside Carvan Park, Breamlea Carvan Park and Barwon Coast Reserves.

**KEY RESPONSIBILITIES AND DUTIES:**

The duties and responsibilities of the Maintenance Officer, under general direction of the Operational Coordinators, include, but are not necessarily limited to:

- Perform groundskeeping and building maintenance duties such as:
    - upkeep of the grounds
    - gardening, planting, pruning, mulching and weeding
    - keeping facilities and surrounding areas free from debris and rubbish
    - Mow lawn either by hand or using a riding lawnmower
    - Trim and edge around walks, flower beds, and walls
    - Apply pesticides and herbicides
    - Apply fertilizer to ground to enhance growth
    - Minor building maintenance and repairs
    - Painting
    - Vandalism repairs
    - Graffiti removal
    - Cleaning and litter collection.
- Amenities cleaning:
    - Perform facility cleaning, including BBQ and picnic areas

- Cleaning,: toilets, showers, vanities, etc.

- Ability to undertake minor repairs and maintenance as required and within level of ability
- Assisting with camper enquiries and providing customer assistance, addressing customer requests promptly and escalating urgent issues
- Monitor park guests to ensure they are adhering to Park policies, rules and regulations
- Lawfully operate heavy plant, including but not limited to trucks, tractors agricultural machinery and other associated equipment
- Ensure vehicles and equipment used are regularly inspected, kept in safe working order, cleaned maintained and following use secured
- Ensure the proper and safe use and storage of all materials, consumables and gardening equipment
- Assist in the continuous improvement of the caravan park by identifying and implementing quality improvement processes
- Ensure customer requests are noted and responded to as matters of priority, notifying the Supervisor of serious customer concerns or urgent maintenance issues as a matter of urgency.
- Ad hoc Supervision of Summer Rangers

The above statements describe the general nature and level of work being performed by the **Maintenance Officer**. This is not intended to be an exhaustive list of all responsibilities and duties required of the position. Incumbents are expected to undertake additional tasks as reasonably directed by the Management of Barwon Coast which may include attending training sessions and corporate events.

**Qualifications and Experience**

- Experience working in general facility maintenance or horticulture.
- Driving Licence (essential - preferably manual), Light Truck Licence (desirable).
- Experience using Zero Turn mower, brush cutter and other landscaping tools.
- Front end loader; Chainsaw Certification (desirable).
- Experience in identifying and resolving minor maintenance issues.
- Demonstrated experience in liaising with members of the public, being well-presented and friendly and having a strong customer service focus including the ability to manage with difficult situations positively.

**Skills**

- Hands on practical maintenance skills.

- Ability to operate small hand tools.
- Possess the ability to effectively communicate and deal with people with professionalism, courtesy, tact and understanding.
- Ability to work in a team displaying respect for all members and working cooperatively towards planned outcomes.

**Attributes**

- Maintain punctuality and the ability to manage time by working quickly and efficiently.
- Ability to work under pressure, maintaining a consistent approach to the Barwon Coast team and members of the public.
- An appreciation for the values of Barwon Coast, the coastal reserves and caravan parks and a commitment to enabling the public's enjoyment of these areas.
- Support and demonstrate the qualities of Commitment, Authenticity, Respect and Excellence.

**TERMS AND CONDITIONS OF EMPLOYMENT**

**Appointment to this position is subject to the successful applicant being able to:**

- Provide a National Police Check Certificate.
- Obtain a Working with Children Certificate.
- Evidence of Australian Work Rights.
- Hold a current Australian Driver's Licence.

**WORKPLACE HEALTH, SAFETY AND ENVIRONMENTAL REQUIREMENTS**

- Maintain a safe place of work by adhering to workplace health, safety and environmental protection requirements and by implementing and enforcing legislation, policies and procedures.
- Adhere to Barwon Coast Occupational Health and Safety standards and policies at all times.
- Report and Action Safety hazards and Incidents through Safety Champion.
- Undertake training where necessary to ensure safe work methods are employed when using dangerous equipment, machinery and chemicals.
- Be committed to supporting the Barwon Coast risk management framework by continuously reviewing and analysing business risks and eliminating (where possible) identified risks through the completion of risk assessments, safe work method statements, improved workplace practices and communication.

**EMPLOYEE UNIFORM REQUIREMENTS:**

The person employed in this position must wear the uniform provided by Barwon Coast and follow Company policies in relation to the wearing the uniform.

**VARIATIONS TO POSITION BY EMPLOYER**

The position description is subject to change from time to time as required by Barwon Coast Management. Any such reorganisation of duties shall be the subject of discussions with the incumbent.

**ORGANISATIONAL RELATIONSHIPS:**

The Maintenance Officer reports to the Operational Coordinators, or in their absence a nominee.

Internal liaisons: Senior Management Team, Barwon Coast employees, Caravan Park guests.

External liaisons: Contractors, Suppliers, Local Community Members.

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| Approved By | Nicola Hyde, People and Culture Manager |
| Date | October 2026 |

Employee Name _____ Employee Signature _____ Date _____

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