



Relief Caretaker - Windy Harbour

January 2025

Celebrating our diversity



Relief Windy Harbour Caretaker – F250018

Casual, Hourly rate \$40.54 (inclusive of casual loading)

The Place

Windy Harbour is a holiday settlement, situated on 190 hectares of Crown reserve and surrounded by the world famous D'Entrecasteaux National Park, 60-minutes south of Manjimup and 27km south of Northcliffe. Windy Harbour consists of leasehold holiday cottages, fisherman leasehold cottages and a camping ground with ~230 cottages developed on individual leases since the early 1900's. Leasehold tenure, seasonal occupation and a strong community have generated a settlement of unique character.

The Position

An opportunity is available for a Casual Relief Caretaker at the beautiful Windy Harbour holiday settlement. The successful person will be expected to support the Caretaker as required with day-to-day activities including back office and reception functions, facility cleaning and ground maintenance. The hours will vary, depending on seasonal activity, with minimal hours during off peak periods, however there will be opportunity to undertake the role full-time during periods the Caretaker is on leave. Daily attendance to the settlement will be required when relieving the Caretakers leave. No housing or vehicle is supplied for this position.

The Person

The ideal candidate will have the following skills and experience:

- Basic time management skills.
- Basic verbal communication skills.
- Basic negotiation, public relation, and interpersonal skills.
- Ability to work unsupervised and complete cleaning of large areas.
- Understanding of the cleaning methods and chemical usage.
- Knowledge of relevant chemical application in conjunction with health requirements.
- Ability to adapt to flexible working arrangements.
- Competency operating relevant machinery and equipment (including tractor and chainsaw) (desirable).
- Senior First Aid (desirable).

To Apply

Visit www.manjimup.wa.gov.au for information about the position, including the position description, application details, information about the Shire of Manjimup, and benefits of the local community. For further inquiries, please contact Emily O'Neil, Human Resources Manager, at hr@manjimup.wa.gov.au or at 9771 7777.

Closing Date: 5.00pm Wednesday, 5 February 2025

The Shire of Manjimup reserves the right to commence interviews prior to the closing date for applications.

How To Apply

Preparing your Application

Applicants who demonstrate that they meet the requirements for the advertised position, based on their application, will be considered for interview. For your application to be considered it **must** include the following:

1) Cover Letter

- A short statement highlighting experience and expertise relating to the position.

2) Selection Criteria Statement

- Describe your relevant skills, knowledge, experience, and qualifications that align with the position requirements and would support your successful completion of the duties associated with the role.
- Ensure each criterion is addressed separately in a clear, concise and relevant manner.
- The selection criteria can be found on the last page of this pack.

3) Resume (Curriculum Vitae)

- Name, address, email and telephone number.
- Education and Training achievements.
- Work history - including employment dates, duty details and achievements.
- Activities undertaken outside of work which you consider are relevant to the position.
- Names and contact details (email and telephone number) of 2+ referees who can (preferably) comment on work experience relevant to the position.

4) Supporting Documents

- Please provide only copies of supporting documents.

Applications

Late applications cannot be received by the Shire of Manjimup unless permission has been sought from Council prior to the closing date. Canvassing of Councillors will disqualify applicants. Applications can be:

1. Lodged online via the Shire application portal
2. Emailed; marked "Private & Confidential - CEO" to info@manjimup.wa.gov.au
3. Mailed to

<p><i>Benjamin Rose – Chief Executive Officer</i> <i>Shire of Manjimup</i> <i>PO Box 1, MANJIMUP WA 6258</i></p>
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Prior to appointment

The Shire of Manjimup will undertake confirmation of one or more of the following pre-employment conditions, based on the requirements of a particular position:

- Compliance with any State Government Directions for COVID-19
 - Right to work in Australia
 - Academic qualifications check
 - Reference checks
 - Worker's Compensation checks
 - Pre-employment medical
 - Criminal history check
 - Working with Children check
 - NDIS Worker Screening Check
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The Shire of Manjimup is committed to the achievement of a diverse workforce and encourages applications from Aboriginal and Torres Strait Islanders, people from culturally and linguistically diverse backgrounds, young people, women and people with disabilities.

The Shire of Manjimup is an equal opportunity employer and provides a smoke free work environment.

The Shire of Manjimup complies with the requirements of the Human Rights and Equal Opportunity Commission Act (Clth) 1986 and applies the principles therein to the recruitment and selection process by selecting according to merit and by avoiding discrimination on the basis of race, gender, marital status, age, disability or any other legally protected attribute (so long as they do not contravene the inherent requirements of a position).

Relief Caretaker

Directorate	Development Services
Department	Windy Harbour
Reports to	Caretaker Windy Harbour
Direct Reports	Nil
Industrial Instrument	<i>Shire of Manjimup Enterprise Agreement (as amended)</i>
Classification	Level 2
Primary Location	Shire of Manjimup Windy Harbour Campground

Position Objectives

- Maintain services and facilities at Windy Harbour on a day-to-day basis in the absence of the Caretaker Windy Harbour.

Key Duties and Responsibilities

OPERATIONS

Settlement Water Supply & Camping Drinking Water

- Maintain and monitor town water supply (non-drinking).
- Check water tanks three times per day in summer and once per day in winter.
- Monitor automatic chlorinator required when water is pumped.
- Maintain pump and engine.
- Ensure drawn down on water bore during pumping is monitored to avoid pump damage.
- Chlorinate fortnightly. Monitor/adjust/test automated chlorination and water supply.
- Check Drinking Water levels weekly, chlorinate fortnightly, and tap regularly.

Waste Management, Toilets & Litter

- Collect garbage daily from camping ground and surrounding public areas, including beach.
- Arrange push up of tip as required.
- Maintain fence and push up tree cuttings as required.
- Supervise casual assistance as required.
- Monitor and maintain gas on campground hot water supply weekly.
- Monitor breaches of the Litter Act and notify the Shire Rangers or Waste Management Officer as required. (no authority to enforce the Litter Act is conveyed to this position).

Patrol and Monitor Settlement

- Carry out patrols of the settlement and report vandalism, break-ins or unruly behaviour.
- Report to Director Development Services or appropriate department any issues causing public disruption and take necessary action as directed.

Beach Areas

- Check and maintain boardwalks.
- Check beach and boat ramp for vehicles and trailers.
- Remove seaweed as required (secondary to all other priority activities).

Rangers / Dog Control (Local Laws)

- Request dogs be restricted to a lead whilst in the settlement.
- Monitor any breaches of the Dog Act and notify the Shire Rangers as required. (no authority to enforce the Dog Act is conveyed to this position).

General

- Maintenance of all public areas, including mowing of grassed grounds.
- Monitor and daily management of playground.
- Miscellaneous duties as directed to ensure the smooth operation of the settlement.

Physical and Environmental Demands

- Site based, physically demanding role; bend, squat, lift, carry, climb ladders, walk on uneven surfaces, and walk up and down embankments.
- Work is performed indoors and outdoors including on uneven or wet and slippery surfaces.
- High level use of chemical cleaning products.
- Position often works in isolation.
- Position often works after standard business hours.
- Operation of tractor and various equipment required.
- Driving is an essential requirement.

Extent of Authority

- Operates under general direction of the Director Services within established guidelines, procedures and policies of Council.

Skills, Knowledge, Experience and Qualifications

Skills & Knowledge

- Basic time management skills.
- Basic verbal communication skills.
- Basic negotiation skills.
- Basic public relation and interpersonal skills.
- Ability to work unsupervised and complete cleaning of large areas.
- Understanding of the cleaning methods for chemical usage.
- Knowledge of relevant chemical application in conjunction with health requirements.

Experience

- Experience with the operation of relevant equipment and cleaning of relevant surfaces.
- Experience with caretaking of public facilities, where applicable.

Qualifications

- Current "HR" and "C" Class Driver Licence.
- National Police Clearance.
- Competency certificates for operating relevant machinery and equipment desirable (e.g. tractor/chainsaw).
- Senior First Aid (desirable).

Selection Criteria

Essential

1. Basic time management skills.
2. Basic verbal communication skills.
3. Basic negotiation, public relation, and interpersonal skills.
4. Ability to work unsupervised and complete cleaning of large areas.
5. Understanding of the cleaning methods and chemical usage.
6. Knowledge of relevant chemical application in conjunction with health requirements.
7. Ability to adapt to flexible working arrangements.

Desirable

8. Competency operating relevant machinery and equipment (tractor and chainsaw).
9. Senior First Aid.