

## **Assistant Manager, Senior Groundsperson**

### **Position 1**

#### **Nature and scope of position**

As part of the management team, develop and maintain processes and procedures that benefit Kooljaman. Take part in planning, discussions, internal and external meetings as required.

Work as a pivotal member of the grounds and garden team to ensure that all areas of Kooljaman are presented to visitors in a pristine condition throughout the year.

Plan and implement bush and garden maintenance to ensure, amenity, functionality, fire prevention and safety.

Work as part of the management team to ensure maintenance and repair scheduling of Kooljaman's vehicle fleet, small machinery, power/water infrastructure and airstrip.

#### **Qualifications/experience**

- Mechanical qualifications or experience
- Boat and Small motor experience
- Grounds-keeping or landscaping experience in harsh environments
- Skipper's ticket or boating experience
- Welding
- General handyperson skills
- Staff co-ordination, mentoring and supervision experience
- Basic computer skills
- Remote living
- Current clean driver's licence
- Senior First Aid

#### **Key competencies**

- Level headed, thorough and professional
- An ability to assist in project management and project development
- An ability to supervise and mentor staff with varying abilities for success
- An ability to work within a small management team in a collegial way
- Budget conscious
- Respectful of Aboriginal Culture and people
- An ability to be discreet, diplomatic, reliable and trustworthy.
- An ability to conform with appropriate management practices and behavioural guidelines
- Ability to work alongside partner in a high pressure environment

## **Responsibilities**

- Through participation in and delegation of tasks; ensure work areas, vehicles, grounds and gardens are maintained and well presented throughout the year with particular attention given to guest amenity.
- Undertake and delegate maintenance on vehicles, generators, bores, solar plant and general equipment.
- Use and train staff to use, pesticides and herbicides in accordance with OH&S requirements. Keep up to date records of all chemicals used and the locations applied.
- Ensure at all times health and safety regulations are adhered to. Adopt safe work practices that protect you, colleagues and visitors. Ensure that all statutory and legal obligations are met at work.
- Ensure all interactions with colleagues and visitors alike are within the Dignity at Work policy and that all policies and procedures in relation to Kooljaman are adhered to.
- Contribute to the monthly management report by maintaining communication, documentation and records.
- Other duties as directed by board and management.