

Position Description



GREAT OCEAN ROAD
COAST & PARKS AUTHORITY

Position title:	Grounds Maintenance Worker
Classification:	Level 3
Status:	Casual
Location:	Cape Otway Lightstation
Approved:	Accommodation Services Manager – April 2025

About the Great Ocean Road Coast and Parks Authority

The Great Ocean Road Coast and Parks Authority (the Authority) was established on 1 December 2020 to deliver better protection and management of the iconic coast and parks of Victoria's Great Ocean Road.

In partnership with Traditional Owners, our role is to manage, protect, rehabilitate and foster resilience of the natural, cultural and heritage values of coastal Crown land and marine waters along the Great Ocean Road.

As a public land manager for the Great Ocean Road coast and parks, we manage a wide variety of public land from National Parks to coastal beaches to town foreshores. We also lead visitation policy and planning for the scenic landscapes along the Great Ocean Road to manage visitation and provide a great visitor experience.

All revenue raised through our commercial endeavours is reinvested into the coast to ensure the Great Ocean Road region can be enjoyed now and for generations to come.

About the Commercial & Visitor Economy Team

The Commercial and Visitor Economy team are responsible for the management and growth of revenue generating work streams within the authority. Additional income comes from issuing leases, licences and permits for various commercial and one-off activities and events along the coast.

New revenue streams associated to visitor contributions are being developed and will be implemented as the associated regulations are passed in parliament and the commercial team continues to explore other revenue creating opportunities to support our self-funded operating model.

The Commercial team is responsible for the delivery of safe operations, management of costs to ensure profitability, marketing of all saleable products to create growth and transparent management of all leases, licenses and permits.

Purpose of the position

The **Grounds Maintenance Worker** is accountable for ensuring the Lightstation site grounds are kept to a high presentation and safety standard.

Primary responsibilities

The **Grounds Maintenance Worker** is primarily responsible for assisting with the day-to-day management of the grounds (lawns, gardens, trees and terrain) of the Lightstation site as well as assisting in the provision of general maintenance activities (minor repairs, painting, removal of debris, etc) of structures, accommodations, facilities, equipment and other items.

Key responsibilities of this position include:

- Perform a range of general maintenance duties such as minor carpentry repairs, painting, handyman style repairs requiring use of power tools and other general equipment in accommodations, communal ablution blocks, cafe, office buildings, fences and other facilities and equipment within the Lightstation site.
- Perform a range of duties to ensure the amenity and appearance of the Lightstation site is maintained on an on-going basis such as maintenance of pathways and access routes, removal of hard rubbish, emptying general rubbish bins, removal of debris and rubbish, removal of fallen branches, leaves and other items from the site.
- Maintain equipment and vehicles, stacking and replenishing firewood and delivery of waste/recycling to local transfer station.
- Be familiar with emergency procedures and first aid responses within the Lighthouse and throughout the site.
- Face to face customer liaison at the Lightstation site including the provision of information, dealing with customer complaints, receiving maintenance requests and other customer interactions as may be required.
- Comply with the Authority's Occupational Health and Safety (OHS) policies and procedures.
- Work to achieve highly cohesive working relationships and a friendly and positive working environment with other members of staff and stakeholders.
- Participate in regular staff meetings.
- Ensure site security is maintained and report any suspicious activities to Management.
- Maintain a basic level of fitness is required due to site conditions.
- Dress appropriately as determined by Management.
- Assist with any promotional activity as required.
- Provide feedback and suggestions to Management on visitor experiences and improvements.

- Update and maintain knowledge of the Lightstation history and relevant topics of interest along with public site activities through training sessions and staff outings as required.
- Support other staff with their duties in relation to the operation of the Lightstation as directed.

Key selection criteria

Qualifications and experience:

- Certificate III or higher in Horticulture or similar field or trade qualification preferable.
- Relevant experience in the tourism or hospitality sector is beneficial.
- Chainsaw qualification (desirable).
- First Aid certificate.

Knowledge and skills

- Practical grounds skills developed in an environment involving care and maintenance of large-scale broad acreage grounds spaces.
- Practical maintenance skills developed in an environment involving a range of general repair and handyman activities.
- Ability to communicate with people across a broad range of backgrounds in a friendly and approachable manner.
- Demonstrated ability to work as part of a team.
- A proactive approach to problem-solving.
- Excellent time management and organisational skills.
- Experience in safe manual handling techniques and use of chemicals (preferred).

Organisational relationships

Reports to:	Lightstation Manager
Direct reports:	Nil
Internal liaisons:	All Great Ocean Road Coast and Parks Authority departments
External liaisons:	Community, agencies and government stakeholders.

Any queries on the position can be directed to the Recruitment Team – recruitment@greatoceanroadauthority.vic.gov.au