

Position Description



Position Title	Camping Ground and Caravan Park Officer
Department	Community Services
Reports to	Coordinator Community Facilities
Grade	3
Date reviewed	August 2023

Primary Purpose






The **Camping Ground and Caravan Park Officer** will fulfil Councils need to provide efficient and effective Caravan Park and Camping Ground Facilities to Snowy Monaro Regional Council visitors and residents.

The incumbent will contribute to Council's vision as "A Trusted Community Partner", promote the values which support this: Solutionary, Together, Accountable, Innovative, Caring, and use these to guide decisions, actions and conduct.

Key Accountabilities

- Coordinate the collection of fees and charges as per Council procedures
- Receive Council bookings and place them in Councils booking system
- Undertake cleaning duties of the facilities at the Caravan Park/Camping Ground including the toilets, BBQ's, laundry, cabins and camp kitchen ensuring they are clean and tidy to health standards and guest standards. Report any damage or breakages in a timely manner to your supervisor
- Keep the information racks full with tourism information (available from the Visitor Information Centre)
- Maintaining laws, trees, shrubs, hedges, garden beds to an acceptable standard including mowing, weeding and watering
- Facilitate the cleaning of public toilets as per the roster in conjunction with the Open Space and Recreation Team
- Assisting with administration duties e.g. Policies & Procedures, Councils booking system
- Contribute to the performance of Council: demonstrate professional conduct, make the best use of knowledge, experience and skills and be accountable for own decisions and actions
- Contribute to a safe workplace: comply with legislative and organisational requirements and be accountable for own decisions and actions

The employee is required to undertake any other duties, projects or tasks as directed by the Coordinator Community Facilities, which are within his/her skills, competence and training

Position Capabilities		
Capability Group	Capability Description	Level
 Personal Attributes	Be accountable for investing in own growth, acting with integrity and displaying resilience.	Intermediate
 Relationships	Be respectful, inclusive and collaborative in engaging with others to address issues and deliver for the community.	Foundational
 Results	Be planned and responsive to organisational priorities and develop pragmatic solutions to deliver quality outcomes.	Foundational
 Resources	Be efficient, effective and compliant in the management and use of assets, finance and contracts.	Foundational
 Workforce Leadership	Be accountable for providing direction, developing capability and leading effective approaches to meet organisational priorities now and into the future.	N/A

Essential Criteria
<ol style="list-style-type: none"> 1. Demonstrated experience in cleaning, servicing and maintenance of facilities 2. Proven ability to operate and maintain equipment ie whipper snippers, mowers and pressure cleaners, 3. Proven ability to work unsupervised, 4. Commitment to manually lift in accordance with Work Health and Safety procedures 5. Basic computer skills 6. Current Class C drivers licence 7. Working with Children's check

Desirable Criteria

1. Demonstrated experience in booking systems and functions of caravan parks
2. Current First Aid certificate; and
3. Current Safe handling of chemicals certificate
4. Safe Sharps handling certificate

The position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct, including but not limited to, the contract of employment, Code of Conduct, delegations of authority, legislation, regulation, policy, procedure, process, standards and plans.

I have read and understand the above requirements and accountabilities of this position.

Name (please print)

Signature

Date