



**Position Description
(Including selection criteria)
November 2019**

Caravan Park Manager

Shire of McKinlay

PO Box 177 Julia Creek 4823

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INFORMATION PRIVACY

Council advises that some of the personal information submitted by applicants for this position will be added to our database for communication and administrative purposes only, and will not be disclosed to any parties other than those involved in the selection process. You may access this information by contacting Council on (07) 47467 166.



McKinlay Shire Council is the southern gateway to the Gulf. The Shire spans some 41,000 square kilometres and townships include Julia Creek (the main hub of the Shire) and Nelia on the Flinders Highway and McKinlay and Kynuna on the Matilda Highway.

McKinlay Shire has a population of approximately 1000 residents. Its main industries are Cattle grazing, beef, mining ventures at Cannington (the most concentrated silver/lead mine in the world), Eloise Mine and tourism.

Our vision

A Vibrant Community –

A focus on the health, wellbeing and general quality of life for the community.

A Strong Economy –

A focus on economic development to create employment growth and opportunity.

A Sustainable Environment –

A focus on the Shires built and natural environments and supporting infrastructure.

A Well Managed Shire –

A focus on Councils leadership and management of the Shire and its assets.

To do this, we will:

- ✓ Develop a learning organisation which provides a satisfying, rewarding and secure career for our employees while fostering teamwork, person growth and respect for the individual.
- ✓ Support and promote economic developments
- ✓ Support and promote community developments
- ✓ Develop assets and infrastructure
- ✓ Achieve environmental sustainability
- ✓ Improve financial security

Our Organisational Structure

The McKinlay Shire is represented by 5 Councillors and managed by the Chief Executive Officer in accordance with the Local Government Act and various other Acts and regulations. The staff complement is 67 with an annual budget of \$25m.

Position Description

Caravan Park Manager

Title: Caravan Park Manager

Division: Community Services

Salary Package

Salary: Negotiated Contract, including housing and electricity available to the suitable applicant/s

Reports to: Community Services Team Leader

Hours: Such time as required for the complete management of the Julia Caravan Park.

Position Objectives:

a) Objectives of Position

- To manage and maintain the Julia Creek Caravan Park whilst promoting tourism throughout the McKinlay Shire.

b) Within Organisation

- To contribute to the efficient and productive operation of the local Government organisation and to maintain and foster team spirit amongst those in the working environment

Organisational Relationship

a) Accountable Supervisor: Community Services Team leader

b) Liaises with: Director of Environment & Regulatory Services, Community Services Team Leader, Tourism and Events Officer.

c) Supervises: Nil

d) Relives: Nil

Selection Criteria

SC1 Skills/Requirements:

- Competent level of Record Keeping
- Sound cash handling skills
- Ability to negotiate, de-escalate and persuade in order to resolve conflict
- Good report writing skills
- Excellent computer skills
- Outstanding Customer Service skills

SC2 Qualifications or Relevant Experience:

- Completion of Caravan park management course
- Minimum 2 years previous experience
- Previous experience in managing a caravan park in a rural township
- Hold a current 'C' class Queensland driver's licence
- First Aid certificate including AED training/certification

SC3 Knowledge:

- A working knowledge of the Workplace, Health and Safety Act.
- Sound knowledge of the operations of a caravan park
- Working knowledge of tourism, in particular North West Queensland

Duties & Responsibilities

- Register guests, collect rents, and record data pertaining to rent funds;
- Resolve occupants complaints;
- Purchases, through Council's Purchasing Officer, supplies as required for the maintaining of the facility to an accepted standard;
- Provide telephone answering service for tenants, deliver mail and packages, and answers enquiries concerning travel routes, recreational facilities, scenic attractions, and eating establishments;
- Clean public areas such as entrances, outdoor entertainment area, laundry rooms and ablution block as well as cabins and artesian bath facilities;
- Commitment to promote the Julia Creek Caravan Park and tourism attractions within the McKinlay Shire;
- Arranges, through Council administration centre, all electrical, plumbing and structural repairs;
- Mow and water lawns and cultivates flower beds and shrubbery;

- Instigating new ideas and supporting initiatives to help promote the Caravan Park and McKinlay Shire, including the 'Bush Dinners' throughout the tourist season;
- Arranges for medical aid for patrons of and when required;
- To comply with McKinlay Shire Council Code of Conduct at all times;
- Other duties as directed.

Workplace Health and Safety

- Report any workplace accidents / incidents to your supervisor;
- Comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to health and safety at the workplace;
- Contribute ideas and suggestions that promote safety awareness;
- Take reasonable care for your own health and safety and do not adversely affect the health and safety of other persons.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

Management Responsibilities: Nil

Statutory Responsibilities: Nil

Expenditure: Nil

Performance Indicators

- Completion of all duties in a timely and effective manner;
- Prompt reporting of any difficulties encountered to the Accountable Supervisor;
- Compliance with all policies and procedures applying to the duties of the position;
- Compliance with all Workplace Health and Safety standards;
- Compliance with the adopted Code of Conduct;
- Punctuality and courtesy at all times;
- Customer Service Standards