



## Mornington Wilderness Camp Handyperson

*Central Kimberley, WA*

Australian Wildlife Conservancy (AWC) is a non-profit organisation dedicated to the conservation of Australia's threatened wildlife and their habitats. AWC owns and manages more land than any other private conservation organisation in Australia – 22 properties covering over 2.6 million hectares - on which we implement active land management programs informed by strategic scientific research.

AWC is seeking an energetic and committed Handyperson with a broad range of skills for seasonal work at Mornington Wilderness Camp, located in the central Kimberley, WA (approx. 4.5 hour drive along the Gibb River Road from Derby).

The successful candidate will demonstrate good practical skills across a range of activities, be able to prioritise their workload, use initiative and work unsupervised. Working as part of a small team in an isolated location, you will need to have good communication skills, ability to get along well with others, previous experience in a rural (preferably remote) location and be able to take ownership of your role.

A broad knowledge of all trades & practical skills in relation to asset and infrastructure repair and maintenance, and the ability to use a wide range of plant and equipment is essential, as well as experience with gas, solar and septic/plumbing. A valid manual driver's licence & heavy rigid licence is essential, and experience operating agricultural machinery such as trucks and tractors.

Primary responsibilities include:

- Maintenance of grounds.
- Building maintenance including carpentry, plumbing & painting.
- Minor mechanical repairs, along with repair of staff and guest car tyres.
- Maintaining supplies of essential services (waste, water & gas).
- Logistical services (i.e. supply town runs to Derby).

If you're passionate about the environment and are not a nine-to-five person but enjoy *living the job*, this could be the opportunity for you. This role provides a unique opportunity to work and live in a remote location as part of a small team, working alongside scientists and land managers with a common goal: saving Australia's wildlife.

The Wilderness Camp operates on a seasonal basis requiring the Handyperson to be on-site for approximately 8 months (March – October), with basic single share accommodation and meals provided.

**Enquiries (only) to:** Diane Scarsi, MWC Manager – [mornington@australianwildlife.org](mailto:mornington@australianwildlife.org) / 0438 875 523

**Applications (CV & covering letter briefly addressing competencies) to:** [employment@australianwildlife.org](mailto:employment@australianwildlife.org)

*Closing date for applications: Sunday 19<sup>th</sup> February 2012*

## Role Description

<b>Designation:</b>	<b>MWC Handyperson</b>
<b>Reporting to:</b>	<b>Mornington Wilderness Camp Manager</b>
<b>Based at:</b>	<b>Mornington Wildlife Sanctuary, central Kimberley WA.</b> <i>Basic single shared accommodation &amp; meals provided at Mornington Wildlife Sanctuary for the successful applicant.</i>

### **Organisational context:**

Located in the central Kimberley, Mornington Wildlife Sanctuary covers over 320,000 ha, and combined with Marion Downs which covers over 250,000 ha, this greater Kimberley wildlife sanctuary is one of the world's largest private reserves.

Mornington is the base for a wide range of award winning ecological research and conservation programs as well as the Wilderness Camp, which aims to give visitors a unique experience of the landscape and wildlife in the region and to inform them of the work that is carried out by AWC at Mornington and other AWC sanctuaries. Staff (temporary and permanent), researchers, volunteers and students live and work together year round to ensure delivery of high quality hospitality, science and land management.

The Wilderness Camp operates during the dry season, generally from early May to the end of October. During the dry season the camp operates 10 safari tents, a bar and restaurant, tours and a camp ground for up to 50 people, plus VIP special events.

The Handyperson is responsible for ensuring that the grounds and all infrastructure associated with the Camp, including visitor accommodation, amenities, restaurant and kitchen, are maintained in good working condition. The Handyperson also carries out general maintenance tasks, minor mechanical & tyre repairs, and a range of logistical support duties including a regular supply run into Derby and occasionally Broome.

### **Other key positions at Mornington:**

The Handyperson reports to the Mornington Wilderness Camp Manager, or Front Desk Supervisor in the absence of the Camp Manager, as well as liaising closely with other staff at Mornington, in particular:

- Kimberley Regional Operations Manager (ROM NW) who oversees operations and land management for all AWC Kimberley properties;
- Senior Sanctuary Officer and a Land Management Officer responsible for land management, asset and infrastructure for the sanctuary;
- Administration & Operations Support Officer who administers operations, administration and logistics;
- A team of ecologists, including the National Conservation & Science Manager, who implement the NW conservation and science programs.

**Critical Competencies:**

1. Demonstrated experience in practical skills in relation to asset and infrastructure repair and maintenance including skills relevant to:
  - a. General infrastructure such as buildings, plumbing/septics and gas.
  - b. Implementation of an asset and infrastructure maintenance program.
  - c. Ability to use a wide range of plant and equipment and carry out routine mechanical repairs to:
    - Quad bikes, tractors etc.
    - Generators, pumps – experience with solar power systems highly regarded.
    - Power tools including chainsaws, welders, etc.
  - d. Maintaining supplies of essential services (i.e. waste disposal, water use and reticulation etc).
  - e. The ability to carry out car type repairs and other minor mechanical vehicle repairs for staff & guests.
2. Experience operating agricultural machinery such as trucks and tractors.
3. Demonstrated planning and organisational skills, including an ability to prioritise and execute a large number of tasks in an efficient manner.
4. Ability to improvise and problem-solve, developing practical solutions with limited resources.
5. Thorough understanding and awareness of safety issues and a willingness to implement them.
6. Willingness and ability to work as part of a small team or independently without supervision.
7. Flexibility in hours of work to meet operational requirements of the role and a natural desire to take ownership of your role.
8. Experience living and working in a remote environment.
9. An interest in nature conservation.

**Qualifications/Experience:**

1. Practical experience in delivering 'on-ground' results is more important than formal qualifications.
2. Relevant trade/TAFE qualifications highly desirable.

**Licenses & Certificates:**

1. Valid manual drivers and heavy rigid (HR) licences, with experience operating agricultural machinery such as trucks, tractors, mowers and slashers. 4WD experience in difficult conditions is essential.
2. First aid certificate.
3. Police clearance certificate.
4. Bushfire control training and experience (desirable).

**Inherent requirements of the role:**

The execution of tasks associated with the position will predominantly involve outdoor work. During the Kimberley dry season this can be in extremes of weather, hot and wet and/or dry with temperature ranges from 3 degrees overnight to 40+ degrees during the day. This position can be physically demanding, requiring heavy muscular activity including lifting, carrying, pushing and pulling loads, bending, climbing and driving a variety of vehicles. The successful applicant must be physically capable of performing these activities in order to carry out the inherent role requirements.

## Responsibilities:

### 1. Camp assets & infrastructure

Key activities and responsibilities:

- Ensure an inventory of all assets and infrastructure is maintained. Liaise with the NW Administration & Operations Support Officer, via the Wilderness Camp Manager, in this matter.
- Maintain the maintenance schedule of all assets, infrastructure and grounds. Take guidance from the Regional Operations Manager (NW)/Senior Sanctuary Officer, again via the Wilderness Camp Manager, in this matter.
- Ensure that maintenance, servicing and repairs of all assets and infrastructure (including plant, equipment and vehicles) and grounds are carried out in accordance with the approved maintenance schedule. This includes:
  - Restaurant / bar and surrounding lawn area
  - Safari tents and surrounding grounds
  - Campground and amenities area
  - Staff accommodation
  - Workshop/shed
- Keep all work places areas clean & tidy and police the use of these areas by other staff, including ensuring all tools and equipment are returned clean and in working order after use.
- Ensure regular checks and inspections are undertaken of all buildings and grounds, with prompt attention to maintenance matters. Promptly notifying the Regional Operations Manager (NW)/Senior Sanctuary Officer (via the Wilderness Camp Manager) of any major repairs required, or any electrical items in need of repair, including assisting with repairs.
- Grounds maintenance includes regular:
  - Mowing
  - Watering
  - Weed removal
  - Pruning
- Building maintenance includes:
  - Carpentry
  - Plumbing/septics
  - Painting
  - Minor mechanical repairs including car tyre repairs
- Record all maintenance activity and use and replacement of assets including fuel, equipment and maintenance supplies per the approved procedure.
- Keep a regular inventory of tyres, repair gear, etc, and inform management of stock levels and any items needing to be ordered.

## **2. Essential services**

### Key activities and responsibilities:

- Ensure all waste disposal (camp and sanctuary) is carried out regularly and in accordance with approved procedures. Rubbish disposal sites must be maintained to an agreed standard which includes:
  - Regularly sorting and disposing of rubbish.
  - Daily burning of specific rubbish items in accordance with AWC procedures.
  - Sorting, packaging and removing recyclable material from sanctuary.
  - Regular clean-up and maintenance of the rubbish disposal site.
- Operation and maintenance of the sanctuary and camp water supply ensuring there is no interruption to supply nor unnecessary wastage of water which includes:
  - Regularly filling the water tank.
  - Regular checks and maintenance of the water reticulation system.
- Maintain supplies of bottled gas and ensure that the gas cylinders are always filled to ensure no interruption to gas supply.

## **3. Other services**

### Key activities and responsibilities:

- Assist with any tyre repairs for both guests and AWC vehicles. If necessary, and where possible, assist with emergency mechanical repairs.
  - Ensure that repair services are documented and charged in accordance with approved AWC procedures.
- Assist the Camp Manager in arranging and implementing the supply of goods and materials.
- Ensure the camp restaurant fire is maintained daily.
- Water the campground roads, as required, to suppress dust.

## **4. OH&S and Risk Management**

### Key activities and responsibilities:

- Comply with the provisions of the approved management plan, in particular:
  - Ensure the storage and use of hazardous materials and equipment is consistent with accepted safety standards.
  - Ensure staff and any volunteers have adequate training before using plant, equipment, tools and/or vehicles. This includes a safety induction.
- Notify the Wilderness Camp Manager and Regional Operations Manager (NW) of any incidents, accidents or near misses and ensure necessary reports are filled out and submitted per the approved AWC policies and procedures in a timely manner.
- Undertake safety inductions and training upon commencement and as required.

## **5. Undertake other tasks, as required**

Key activities and responsibilities:

- Carry out sanctuary land management duties including weed control, infrastructure maintenance etc.
- Assist with fire control duties, including wildfire control and support activities.
- Assist the Senior Sanctuary Officer (NW).
- Undertake regular town runs for provisions which will require you being off sanctuary for several days in each instance.
- Assist with the organisation of various requirements for donor groups and other special visits to Mornington.
- Undertake other specified tasks as requested by the Wilderness Camp Manager, in conjunction with Regional Operations Manager (NW).