



Park Maintenance & Grounds Manager Position Description

Position: Park Maintenance & Grounds Manager

Position Title: Park Maintenance & Grounds Manager

Location: 558 Lake Tyers Beach Road, Lake Tyers Beach, Victoria, 3909

Reports To: Caravan Park Manager / Park Owners

Employment Type: Full Time / Part Time / Casual (as applicable)

Salary: By negotiation with reference to applicable awards

Position Purpose

The Park Maintenance & Grounds Manager is responsible for the day-to-day maintenance, cleanliness, safety, and presentation of the caravan park.

This role ensures that park facilities, grounds, amenities, and infrastructure are maintained to a high standard so that guests experience a safe, clean, and welcoming environment.

The role is particularly important in a coastal environment, where weather, salt exposure, vegetation growth, and seasonal visitor demand require ongoing monitoring and maintenance.

About the Park

Lake Tyers Camp and Caravan Park consists of 22 cabins and 82 powered sites and is owned and managed by the Presbytery of Gippsland on behalf of the Uniting Church in Australia.

The park is open all year round and welcomes the general public as a quality tourism accredited business.

Lake Tyers has been described as 'The Pearl of the Gippsland Lakes'. An Aboriginal Legend tells how one day the sea came inland to rest amongst the wooded hillsides and fell asleep and is still there today.

The Uniting Church in Gippsland worships, celebrates and witnesses God's love in the world, enabling people to discover new life through the Holy Spirit and to live by that discovery. We are committed to issues of justice and social concerns and working with the wider church and community.

1. Key Selection Criteria - Skills and Experience

1.1 Essential

- Experience in grounds maintenance, gardening, or property maintenance.
- Ability to cover tasks/responsibilities during staff leave.
- Demonstrated experience managing staff/contractors.
- Ability to perform physical work outdoors in varying weather conditions.
- Practical handyman skills.
- Ability to work independently and manage daily tasks.
- Good communication and customer service skills.
- Current Victorian Driver's Licence.
- The person in this role is required to maintain a current Working with Children's Check.
- Employment will be subject to satisfactory completion of a National Criminal History Check.

1.2 Desirable

- Experience working in a caravan park, campground, or tourism facility.
- Basic plumbing, carpentry, or electrical skills.
- Chainsaw or machinery operating experience.
- Knowledge of coastal vegetation and environmental management.

1.3 Compliance/Certifications/Competencies (potential)

- Electrical
- Gas Bottle Handling
- Working at Heights
- First Aid Certificate
- Test and Tag
- Chainsaw
- The person in this role agrees to abide by the Uniting Church in Australia Child Safety Policy.

1.4 Personal Attributes

- Reliable and self-motivated.
- Friendly and approachable with guests.
- Practical problem solver.
- Strong attention to detail.
- Able to work flexibly during busy holiday seasons.

2. Key Responsibilities

2.1 Facilities Maintenance

- Conduct routine inspection and maintenance of:
 - Amenities blocks (toilets, showers, laundries)
 - Camp kitchens and BBQ facilities
 - Cabins
 - Roads and driveways
 - Power and water connections
 - Bottled Gas Supply
- Carry out (if qualified/licenced) or arrange for minor repairs including:
 - Plumbing repairs (taps, leaks, toilet fittings)
 - Electrical maintenance (basic where)
 - Fence and gate repairs
 - General carpentry tasks
- Report larger maintenance issues to management or contractors.

2.2 Supervise Grounds Staff & Contractors

- Mowing lawns and maintaining grassed areas.
- Trimming edges, hedges, shrubs, and coastal vegetation.
- Maintaining garden beds and landscaped areas.
- Managing fallen branches, leaves, and debris after storms.
- Maintaining walking paths and common outdoor areas.
- Monitoring erosion or environmental impacts typical of coastal areas.

2.3 Park Presentation

- Ensure amenities and shared areas remain clean and well-presented.
- Remove rubbish and manage waste collection areas.
- Clean BBQ areas and communal facilities.
- Maintain high standards of hygiene and appearance throughout the park.

2.4 Safety and Compliance

- Monitor park infrastructure for hazards or damage.
- Ensure compliance with Victorian health and safety regulations.
- Assist with emergency preparedness (storms, fire safety, flooding).
- Ensure safe use and storage of equipment and chemicals.
- Report incidents or safety concerns to management.

2.5 Guest Assistance

- Provide friendly assistance to park guests when required.
- Help guests with site access or facility information.
- Respond to minor guest maintenance requests where possible.
- Promote a welcoming and helpful park atmosphere, oversee guest compliance with park rules and guidelines.

2.6 Equipment and Asset Care

- Operate and maintain equipment such as:
 - Ride-on mowers
 - Whipper snippers
 - Chainsaws (if trained)
 - Blowers and garden tools
 - Basic maintenance tools
- Ensure equipment is stored safely and maintained in working order.

2.7 Workplace Health & Safety

- The employee must comply with all workplace health and safety policies and procedures and take reasonable care for their own safety and that of others.

3. Key Performance Indicators

- Grounds maintained to high presentation standards.
- Facilities kept clean, safe, and functional.
- Maintenance issues addressed promptly.
- Positive feedback from park guests.
- Compliance with safety and environmental requirements.

Working Conditions

- Supportive non-profit ethos.
- Pleasant coastal outlook and community.
- Outdoor work in coastal weather conditions including wind, salt exposure, and seasonal storms.
- Weekend and public holiday work may be required during peak tourist seasons.
- Some on-call responsibilities may apply for urgent maintenance issues.

How to Apply

Please submit:

- A brief cover letter outlining your suitability for the role
- Your resume including relevant experience

Applications should be sent to sec.ucagipps@gmail.com by 10th May 2026