



Glenworth Valley Horse Riding P/L ABN: 95 002 589 362 T/A Glenworth Valley Outdoor Adventures

OUTDOOR ADVENTURE EXPERIENCES | CAMPING & ACCOMMODATION | AGISTMENT | EVENTS

69 Cooks Rd, Glenworth Valley NSW 2250 p: 02 4375 1222 www.glenworth.com.au

Thank you for enquiring about our Farm Mechanic / Maintenance Manager role at Glenworth Valley Outdoor Adventures (GVOA), Australia's largest horse riding and outdoor adventure centre.

Glenworth Valley Outdoor Adventures is a multi award winning, adventure tourism business specialising in horse riding, kayaking, quad biking, abseiling, laser skirmish and corporate team building activities. We also offer camping and horse agistment services and have recently added an event centre and accommodation to our range of products available on our 3000 acre wilderness property. We have been in business for more than 40 years and employ a team of 25 full time staff and approximately 60 – 80 part time and casual staff.

Glenworth Valley is located 4 kilometres off the M1 Motorway via the Calga/Peats Ridge exit 15 minutes from Gosford. Employment at Glenworth Valley makes for a great lifestyle and ideal work environment due to the magnificent natural surroundings and the enjoyable type of work we do. To familiarise yourself with the nature of our businesses, please visit www.glenworth.com.au

What are we looking for?

We are looking for an energetic, professional and multi skilled Farm Mechanic / Maintenance Manager to carry out a wide range of project related tasks including the routine repair, maintenance and improvement of GV's mechanical plant and equipment (approximately 60% of the time) and undertake a range of general farm maintenance activities on our 3000 acre property (approximately 40% of the time).

All applicants need to be over 18 years of age, **non smoking** and capable of strenuous physical labour as well as enjoy working outdoors in a rural type setting. Applicants will initially be assessed using the answers provided in the GV application form and against the list of key result areas in the position description.

Rates of pay

The successful applicant will be rewarded with an annual rate of pay of approximately \$84,000 per annum (or \$92,000 including superannuation) based on an hourly rate of \$35 per hour and best of all you will be joining a high quality, well established business operating in a satisfying and rewarding role. All rates are before tax and annual pay increases will be based upon the successful achievement of all the requirements of the position description.

This is a full time position with provision for holiday pay, personal leave and superannuation. The standard hours of employment are 7am to 5.00pm Monday – Friday with 15 minutes for morning tea and 30 minutes for lunch. Some work on Saturday will be required with a day off in lieu occurring midweek.

What to do next

Please fill out the application form enclosed and return it ASAP via email to employment@glenworth.com.au by mail or deliver it in person. No interviews will be conducted or further information provided on the day if you choose to deliver your application in person.

If your initial application is successful, we will contact you to arrange an interview.

Once again, thank you for your enquiry.

Yours sincerely,

Barton Lawler
Managing Director

POSITION DESCRIPTION

Company	Glenworth Valley Outdoor Adventures
Department	Farm / Maintenance Management
Job Title	Farm / Diesel Mechanic
Reports to	Managing Director
Supervises	Quad bike/farm mechanic , Senior Farmhand/fencing, Farm plant operator, Weed controller, Labourers etc
Last updated	March 2017

MISSION STATEMENT

“To be a large-scale customer focussed leader in the provision of quality outdoor adventure activities, accommodation and events, achieving the highest levels of customer satisfaction, safety standards and financial performance via professional business practices”

Overall Purpose of Role

In an energetic, professional and efficient manner, carry out a wide range of project related tasks including the routine repair, maintenance and improvement of GV's mechanical plant and equipment (approximately 60% of the time) and undertake a range of general farm maintenance activities on our 3000 acre property (approximately 40% of the time).

Key Result Areas

Equipment maintenance and operations
Team management & safety
Work co-ordination
Administration & communication

Performance Expectations

Equipment maintenance and operations

- Good working knowledge of and ability to maintain and repair equipment such as tractors, backhoes, bobcats, tipping trucks, dust suppression trucks, motor graders, motor bikes, quad bikes, pumps, slashers, chainsaws, seeding equipment, fertiliser spreaders etc is desirable. Welding and general fabrication skills are frequently required.
- Responsible for routine repairs and preventative maintenance of all machinery/equipment to ensure it is operating efficiently and safely to minimise breakages and breakdowns.
- Assessing and documenting damage costs done to our quad bikes by customers in a timely manner
- Perform regular stock takes and ensure timely orders of equipment, parts and supplies. Ensure orders are negotiated at the best possible price.
- Ensure equipment service history records are kept up to date
- Arrange and co-ordinate external contractors and providers when mechanical repairs and other services need to be out-sourced.

Team Management & Safety

- Develop and maintain leadership skills to manage staff and maintain a cohesive team work environment. The farm mechanic / maintenance manager is expected to provide advice, feedback, recognition, encouragement and supervision of relevant team members in a fair and consistent manner.
- Ensure a safe work environment is provided for employees, for example by ensuring correct chemical handling procedures are followed and all relevant staff are familiar with the proper operation of machinery
- Provide new team members with training on safe work method practices and job skills required for their position.
- Maintain up to date with farm chemical information and as required supply chemical facts sheets to all relevant team members
- Identify and liaise with the MD on arranging external training for relevant team members
- Maintain a tidy and well organised work environment
- Update the MD regarding any problems or issues affecting the performance of team members or misuse and abuse of equipment.

Work Co-ordination

- Organise, schedule and plan out work priorities, various works programs, set objectives and manage resource needs.
- Effectively delegate, prioritise duties and assign work to other team members to ensure efficient daily functioning. Identify the best application of individual team member's skills and assign responsibilities
- In conjunction with team members from other departments organise for staff under your management to provide logistical support for of the activities and services we offer.
- Reflect in attitude and performance, the standards GVOA encourages thereby acting as a role model for other team members.

Administration & Communication

- Participate in regular team meetings and communicate effective feedback on behalf of or to others on upcoming projects, priorities or issues of concern that need addressing.
- Ensure paperwork/reports are supplied to relevant departments in a prompt manner eg. invoices to admin office, etc
- Answer external and internal phone-calls in a prompt, courteous manner identifying yourself to the caller. Accurately take any messages and deliver promptly as required.

Qualities and skills

- Qualifications and/or employment background with demonstrated mechanical and ideally farm maintenance skills and knowledge
- Good organisational skills, ability to prioritise and high standards of workmanship
- Strong time management practices and ability to multi task
- Good written and oral communication skills
- Ability to take take responsibility for the performance and quality of works undertaken
- Accurate record keeping
- Lateral thinking and practical problem solving
- Basic knowledge of rural plumbing and irrigation

- Sound working knowledge of WH&S requirements
- Any other tasks as reasonably directed

Key behaviours required

- Energetic and motivated
- Good work ethic
- Safety minded
- Team leader
- Happy, pleasant, helpful personality
- Enjoys farm/outdoor work
- Honest and trustworthy
- Takes pride in their work

Other

- The farm mechanic / maintenance manager is required to have their own set of basic tools which will be replaced at the company's expense in accordance with fair wear and tear and breakages.