



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

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**OUTDOOR ADVENTURE EXPERIENCES | CAMPING & ACCOMMODATION | AGISTMENT | EVENTS**

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Thank you for enquiring about employment opportunities at Glenworth Valley, Australia's largest horse riding and outdoor adventure centre. Please find enclosed a position description and application form for the position of **Senior Quad Bike / Farm Mechanic**.

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 accommodation to our range of products available on our 3000-acre wilderness property. We have been in business for more than 45 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 which is 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. If you like variety then this is the job for you, as no 2 days are ever the same. To familiarise yourself with the nature of our businesses, please visit [www.glenworth.com.au](http://www.glenworth.com.au)

### **What are we looking for?**

All applicants need to be over 18 years of age, non-smoking, energetic and capable of strenuous physical labour as well as enjoy working in a rural type setting. A high level of mechanical knowledge and skill is essential as well as taking pride and being good at what you do. Applicants will be assessed using the list of key result areas in the job description. The type of person we are looking for is someone who is happy and enjoys working with a friendly team of people in a fun environment.

### **Terms of employment**

The successful applicant will be rewarded with an annual rate of pay of approximately \$79,365 per annum (or \$86,904 including superannuation) based on an hourly rate of \$33.00 per hour and best of all 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 for Monday – Friday work with 15 minutes for morning tea and 30 minutes for lunch. Some work on a Saturday will be required with a day off in lieu occurring mid week.

### **What to do next**

Please fill out the application form enclosed and return it and your resume ASAP via email to [employment@glenworth.com.au](mailto:employment@glenworth.com.au).

If your initial application is successful, we will contact you to arrange an interview. Once again, thank you for your enquiry.

Yours sincerely,

Mary Rayner  
**Chief Executive Officer**

## Position Description

<b>Title:</b>	Senior Quad Bike / Farm Mechanic
<b>Reports to:</b>	Farm Maintenance Manager
<b>Direct reports:</b>	N/A
<b>Hours:</b>	This is a permanent, full time role from 7.00am to 5.00pm for Monday to Friday work and approximately 8.00am – 5.00pm for work done on a Saturday.
<b>Breaks:</b>	Morning Tea 15minutes, Lunch 30 minutes
<b>Last Updated:</b>	November 2018

### GLENWORTH VALLEY OUTDOOR ADVENTURES

<b>Our Mission</b>	Deliver outstanding Adventure Experiences including Camping & Accommodation activities, Agistment services and Events that operate in accordance with the highest levels of customer satisfaction, safety standards and professional business practices.
<b>Our Vision</b>	Glenworth Valley Outdoor Adventures will be recognised as Australia’s leading provider of outstanding Adventure Experiences, Camping & Accommodation, Agistment and Events.

<b>Purpose of the role</b>	To maintain and repair a large fleet of quad bikes (approximately 60% of the time). The role also entails working with the farm / maintenance manager to repair and maintain a wide range of plant and equipment and undertake general maintenance activities to the facilities on our 3000 acre property (approximately 40% of the time)
<b>Key Result Areas</b>	<ul style="list-style-type: none"> <li>• Mechanical Repairs and Maintenance</li> <li>• Safety &amp; Risk Management</li> <li>• Work co-ordination</li> </ul>
<b>Key Behaviours</b>	<ul style="list-style-type: none"> <li>• <b>Planning and Organisation</b> – Effectively plans for and implements daily and weekly task lists, achieving them in a timely and coordinated manner.</li> <li>• <b>Communication Skills</b> – Takes the initiative to communicate accurate, up to date information to customers and work colleagues. Expresses thoughts clearly, both verbally and in writing.</li> <li>• <b>Time Management</b> – Manages a variety of priorities and responsibilities in a timely efficient manner.</li> <li>• <b>Responsiveness</b> – Recognises and responds to unanticipated events and requirements.</li> <li>• <b>Initiative</b> – Actively seeks opportunities to make a contribution rather than passively accepting situations.</li> <li>• <b>Interpersonal skills</b> – Establishes productive, cooperative relationships.</li> </ul>

## Performance Outcomes

<b>Mechanical Repairs &amp; Maintenance</b>	<ul style="list-style-type: none"><li>• Responsible for maintaining, repairing and preventative maintenance of our large fleet of quad bikes and farm motor cycles</li><li>• Assistance with the routine care, regular servicing and maintenance of a wide variety of farm machinery and equipment.</li><li>• Undertake general maintenance activities the facilities on our 3000 acre property</li><li>• Test riding and diagnosing faults and maintenance issues that need attention with our quads and other equipment</li><li>• Assessing and documenting damage costs done to our quads by customers in a timely manner</li><li>• Sourcing and maintaining an adequate and efficient level of spare parts and other consumables to minimise the amount of time bikes and other equipment are out of service for</li><li>• Identify and report problems to the Farm Maintenance Manager</li><li>• Maintain and keep service history log books records up to date</li></ul>
<b>Safety and Risk Management</b>	<ul style="list-style-type: none"><li>• Ability to identify and ensure all safety hazards are addressed. Report any safety issues to the Farm Maintenance Manager or General Manager</li><li>• Provide a safe work environment for all team members through safe work method practices and by obtaining appropriate job skills required for this position</li><li>• Strict adherence to all GV safety procedures and instructions in place</li><li>• Maintain a tidy and well organised work environment</li><li>• Report any suspected misuse or abuse of equipment to the Farm Maintenance Manager</li><li>• Update the Farm Maintenance Manager and/or Activities Manager regarding any problems or issues that need rectifying or addressing.</li></ul>
<b>Work Coordination</b>	<ul style="list-style-type: none"><li>• Organise the most efficient manner of undertaking work. Carry out duties within a set time frame when required.</li><li>• Demonstrate capacity to use initiative, prioritise duties and effectively manage time and workloads.</li><li>• Reflect in attitude and performance a constant commitment to the mission and vision statements and operating standards of the business thereby acting as a role model for other team members.</li><li>• When the Farm Maintenance Manager is absent or otherwise unavailable, in conjunction with the Senior Farmhand / Fencing team member, jointly oversee the operation of the farm maintenance department.</li></ul>

## Position Qualities, Skills and General Requirements

<b>Essential Qualities and Skills</b>	<ul style="list-style-type: none"><li>• Qualifications and/or employment background with demonstrated mechanical experience</li><li>• Assist with selling second hand bikes at regular intervals when we update our fleet of quads</li><li>• Good organisational skills and high standards of workmanship</li><li>• Good written and oral communication skills</li><li>• Ability to meet deadlines and work unsupervised</li><li>• Fit, energetic and capable of doing strenuous physical labour</li><li>• Ability to work as part of a team</li><li>• Take responsibility for the performance and quality of works undertaken</li><li>• Knowledge and adherence of WH&amp;S</li><li>• Versatile &amp; capable of multi skilling</li><li>• Any other task as reasonably directed</li><li>• The Quad Bike / Farm Mechanic needs 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.</li></ul>
<b>General Requirements</b>	<ul style="list-style-type: none"><li>• Own transport</li><li>• Work as directed</li><li>• Glenworth Valley is a non-smoking work environment</li></ul>