



# BOULIA SHIRE COUNCIL

## POSITION VACANT

### Caretaker – Racecourse Reserve

This position works independently to efficiently maintain and improve the grounds, structures and equipment located at the Boulia Shire Racecourse Reserve, in accordance with budgets, time allocations and safety, quality and environmental standards.

The primary function of this position will be to carry out the maintenance activities required at the rodeo grounds, including the development of lawns, shrubs, trees, fencing and other horticultural beautification projects, routine maintenance of the public amenities and other structures.

- Development of the racecourse reserve aesthetics to improve the amenity of the site by the development of gardens suitable for a drought location or desert environment.
- Coordinate and carry out all rodeo grounds beautification and maintenance activities, including mowing, rubbish removal, checking and cleaning gutters, general handyman repair work and liaising with sub-contactors
- Keep the facility always clean, operational and ready to be hired
- Oversight of the Organic Spelling facility to ensure that requirements for ongoing Organic certification are maintained and users are aware of their obligations to use the facility
- Maintain Organic Spelling records accurately
- Ensure that all beautification and maintenance activities are carried out in accordance with safety, quality and environmental guidelines,
- Monitor and take stock of hireable equipment such as chairs and tables, ensuring that damaged or non-returned items are reported to the facility hire coordinator,
- Report all safety, quality and environmental non-conformances or incidents using I-Auditor,
- Ensure timeliness of work project completion,
- General cleaning of all amenities; shed, kitchen, bar, Jockey shed/building, comms room, public toilet/shower facilities of venue and BBQ area in off season
- Preparation of grounds prior to events and availability during events for assistance to users.
- Subsidised housing is provided for this position as necessary for caretaker to live on site

Base Rate of pay	\$58,509.36
Locality allowance (single)	\$2,600.00
Superable wage (Base+OAP) 12%	\$7,832.32
Attract and Retention Allowance	\$2,500.00
Work Health and Safety Bonus	\$1,250.00
Subsidised Housing	\$5,200.00
<b>Total Annual Salary</b>	<b>\$77,080.48</b>
<b>Base Hourly Rate</b>	<b>\$29.61</b>

Applications close 26<sup>th</sup> April 2024 at 12 noon. A copy of the Position Description is available upon request with details of Key Selection Criteria to be addressed. Please email [hr@boulia.qld.gov.au](mailto:hr@boulia.qld.gov.au) if you would like further information.