



GUNDITJ MIRRORING

Traditional Owners
Aboriginal Corporation
RNTBC

POSITION DESCRIPTION

FACILITIES & MAINTENANCE WORKER

POSITION DETAILS

Position Title:	Facilities and Maintenance Worker
Hours:	Full-time, 38 hours per week
Employment Type:	Ongoing, subject to performance and funding availability
Salary:	\$68,008 per annum plus Super, negotiable subject to experience & qualifications, Gardening and Landscaping Services Award, Grade 2-5
Location:	248 Condah Estate Road Breakaway Creek and other GMTOAC properties as required.
Reports to:	Facilities and Maintenance Manager

ABOUT GMTOAC

Gunditj Mirring Traditional Owners Aboriginal Corporation RNTBC (GMTOAC) was established by the Gunditjmara in 2005 asserting Sovereignty to continue connection to, care and protect Gunditjmara Country and to progress rights and interests in cultural identity, social justice, native title, cultural heritage and land justice for Gunditjmara Country and its peoples. Through GMTOAC, Gunditjmara people ensure that our cultural obligations and responsibilities which arise from Gunditjmara country. Under Gunditjmara lore/law, custom and beliefs are upheld and recognised for the protection and benefit of traditional lands and waters and to show respect to Gunditjmara ancestors and Elders.

GMTOAC maintains a strong connection between the Gunditjmara Native Title holders, Gunditjmara Country and staff who are a conduit protecting, progressing and documenting the continuing culture, traditions, language, crafts and practices of the Gunditjmara. The organisation is a Not-for-profit organisation with a commercial subsidiary company, Gunditj Mirring Services T/as Budj Bim Cultural Landscape Tourism (BBCLT). The organisation is responsible to its members, the Native Title holders of the Gunditjmara Country in Southwest Victoria.

The United Nations Educational, Scientific and Cultural Organisation World Heritage listing of the Budj Bim Cultural Landscape in July 2019 has consolidated opportunities for GMTOAC to manage significant Gunditjmara country and share it with the world through tourism enterprises. Alongside recognition of other GMTOAC programs, the World Heritage listing has elevated an already unique work experience on Gunditjmara Country, bringing global potential and responsibilities. Gunditjmara Country is a unique place with universal heritage values. The cultural landscape demonstrates how Gunditjmara worked with the natural resources and environment of the Victorian Southwest region to establish a permanent infrastructure of human society over the past 30,000 years and beyond. With the increased exposure of this World Heritage site, it has allowed GMTOAC to rapidly expand with future growth and strong management needed to ensure the opportunities are utilised for the benefit of the community.

POSITION SUMMARY

Reporting to the Facilities and Maintenance Manager, you will assist in ensuring the interior and exterior of GMTOAC facilities and grounds are maintained to a high standard. You are responsible for ensuring all essential service and plant equipment are maintained at a high level, and assisting in the set up and running of events across the GMTOAC estate. Some of the GMTOAC facilities and grounds that this role may be required to work across includes the Keeping Place and Business Centre, Heywood Office, Caretakers Cottage, Lake Condah Mission, Mission Recreational facility,

Cemetery, Tae Rak Aquaculture Centre, Kurtonitj House and tourism infrastructure, Tyrendarra Township assets, Budj Bim Interpretative Centre and other relevant assets.

ROLE RESPONSIBILITIES

Key roles and responsibilities

- Assist the Facilities and Maintenance manager with maintenance requests on facilities across the GMTOAC estate.
- Maintain outdoor areas including lawns and gardens, boardwalks and other tourism infrastructure, and grounds surrounding GMTOAC facilities.
- Undertake weed management, revegetation, landscaping, and fire preparedness works across GMTOAC estate as required.
- Assist with set up and pack down of equipment and facilities required for community and other GMTOAC events.
- Undertake annual site audits and inspections of facilities and grounds.
- Supervise contractors engaged to carry out approved works and maintenance where required.
- Assist in the emergency management process, including evacuations where required.
- Undertake professional development and training opportunities that align with the role requirements.
- Work with other GMTOAC staff and programs as required, including cleaning staff, and Budj Bim Indigenous Protected Area and World Heritage Program staff.
- Provide support to GMTOAC Caretaker where required.
- Observe and adhere to GMTOAC OH&S policies, procedures and guidelines.

Employee risk management responsibilities (including OH&S)

- To take reasonable care for their own safety & the safety of others affected by their acts or omissions.
- To co-operate with their employer in relation to any action taken to comply with the OH&S Act.
- Not wilfully or recklessly interfere with or misuse anything provided in the interest of health & safety.
- Identify risk and be able to manage and escalate issues.
- Not wilfully place at risk the health and safety of any person at the workplace.
- Report all safety hazards and risk exposures, including losses to their supervisor.
- Maintain physical security of all property, equipment and buildings within your jurisdiction & control.
- All staff are required to actively reduce GMTOAC's exposure to losses related to security, public liability and professional indemnity and reporting areas of concern.
- Correctly use and wear any personal protective gear/equipment at all times.
- Abide by any Covid-19 requirements.

KEY SELECTION CRITERIA

Skills and Qualifications

- Relevant trades qualifications preferred (with accompanying licence to practice) and/or equivalent experience to the satisfaction of the employer (3 years plus preferred).
- Have an awareness and understanding of historic and current issues affecting Gunditjmara people and country, as well as the broader Australian Aboriginal and Torres Islander community and their relationships with the broader Australian society, in order to communicate effectively and sensitively with Gunditjmara people and other stakeholders.
- Knowledge and commitment to safe work practices and Occupational Health and Safety (OHS) policies and procedures, including safe lifting, manual handling techniques and working at heights practices.
- Competent use of tools and equipment, including power tools and motorised equipment.
- Physical capability to undertake a wide range of activities.

- Reliable, with a strong work ethic and initiative to get things done.
- Work as part of a team and at times unsupervised.
- Communicate effectively and ensure instructions are understood.

Applicants must have

- An awareness and understanding of historic and current issues affecting Gunditjmara people and country, as well as the broader Australian Aboriginal and Torres Islander community and their relationships with the broader Australian society, in order to communicate effectively and sensitively with Gunditjmara people and other stakeholders.
- An understanding of the Gunditj Mirring Traditional Owners Aboriginal Corporation, its operations and activities.
Be committed to Aboriginal self-determination.

Conditions of Employment

- Must have a Victorian Drivers Licence.
- Ability to obtain a positive National Police and Working with Children Check.

GMTOAC is an equal opportunity employer. If you believe you may be unable to achieve a positive check result, we have the ability to review your results and act with discretion. This allows us to employ staff only if we consider the outcome of this record will not have any negative impact to GMTOAC operations or reputation, or the role the staff member is completing.

Eligibility

- Appointments are subject to satisfactory completion of relevant screening checks.
- The filling of this position is intended to constitute a special measure under section 8(1) of the *Racial Discrimination Act 1975* (Cth), and s12 of the *Equal Opportunity Act 2010* (Vic) and s8(4) of the

ACKNOWLEDGEMENT

I have read and understand the requirements of the role as outlined within this Position Description.

SIGNED

Employee's name

Employee's signature

Date

CEO's signature

Date

This position will close on Sunday, 2 August 2026.