



CITY OF ALBANY POSITION INFORMATION CAMPGROUND CARETAKER

POSITION:	Campground Caretaker x 2 positions
LOCATION:	Infrastructure, Development and Environment, Natural Reserves Team, Cosy Corner East Campground, and Torbay Inlet (Floodgates Campground) or Bettys Beach Campground, Normans Inlet Campground and East Bay Campground.
DATE:	September 2025

Should the City receive a number of suitable applicants for this role a talent pool may be created for use for future ongoing and temporary roles. This pool is valid for a period of up to 12 months.

CONDITIONS OF EMPLOYMENT:

Agreement:	City of Albany Industrial Agreement 2023
Status:	Temporary, Part Time Employment (0.55 FTE)
Term:	6 months with a possibility of extension
Salary:	Level 3.1 to 3.4 (\$69,662.07 to \$ 74,002.53 pro rata) dependent on experience
Ordinary Hours:	84 hours per 4 weekly cycle, to be worked Monday to Sunday between the hours of 6.00am and 6.00pm. If two people per campsite, hours will be 42 hours each per 4 weekly cycle each.
Annual Leave:	4 weeks paid annual leave each year (pro rata) 17.5% leave loading
Long Service Leave:	Available after 7 years of service in accordance with the Regulations.
Other Leave:	The Officer is entitled to: a) Personal leave; b) Compassionate leave; and c) Parental leave.
Superannuation:	The City will contribute superannuation payments to a fund/s meeting an amount equal to the Superannuation Guarantee as per the Superannuation Guarantee (Administration) Act 1992 and the Superannuation Guarantee Charge Act 1992
Probationary Period:	3 months.
Medical:	Appointment is subject to full pre-employment medical assessment
Federal Police Clearance:	Appointment is subject to a satisfactory federal police clearance

For further enquiries, please contact Peter Bockman, Natural Reserves and Mowing Supervisor on (08) 6820 3946.



CITY OF ALBANY HOW TO APPLY CAMPGROUND CARETAKER

APPLY ONLINE FOR THIS VACANCY AT www.albany.wa.gov.au

Within your application, please provide a **covering letter** of no more than two pages and an **up-to-date resume** telling us about your previous experience in similar roles.

To be considered for interview - your cover letter must clearly address how you meet the key points outlined below.

Your cover letter must also cover the following information:

- Demonstrated ability to deliver excellent customer service, including managing difficult customers in a professional and respectful manner.
- Possession of a current 'C' Class Drivers Licence, with own vehicle and on-site accommodation/van to meet the requirements of the role.
- Knowledge of Work Health and Safety Regulations and safe work practices, including experience in maintaining hygienic facilities.
- Working with Children Check or willingness to sign a Working with Children Check Declaration.
- Previous experience in a caretaking role or supervision of camping grounds (desirable).
- Chainsaw ticket and Pest Management licence (desirable).
- First Aid Certificate (desirable).
- Previous experience in bushfire fighting or compliance-related duties (desirable).

Please note: The Caretaker is required to use their own vehicle for work-related travel, in line with the City of Albany's minimum vehicle requirements. The role also requires the Caretaker to reside onsite in their own accommodation/van, to remain fully self-sufficient, and to maintain full comprehensive insurance for both their vehicle and accommodation.