

# Position Description

<b>Position Title:</b>	SEC Caretaker		
<b>Position Reports To:</b>	SEC CEO	<b>Award:</b>	Registered & Licensed Clubs Award 2020
<b>Employment Type:</b>	24hrs / Rostered Week	<b>Award Classification Level:</b>	Grounds Person at the Award classification level 3 Maintenance and Horticultural level 2
<b>Position Location:</b>	State Equestrian Centre (SEC) 303 Cathedral Avenue Brigadoon, Western Australia		
<b>Date Updated:</b>	May 2025		
<b>Position Purpose</b>	<p>This role is responsible for the implementation of the SEC “After Hours” Policy and the general maintenance and security of the State Equestrian Centre (SEC).</p> <p>The Caretaker will ensure that all SEC facilities are secure at the open and close of business and will be the first point of contact for any after-hours emergencies.</p> <p>Additional duties include irrigation support, housekeeping, and general upkeep of the facility.</p>		
<b>Who we are:</b>	<p>Equestrian Western Australia (EWA) is the State Sporting Organisation responsible for the development, promotion and governance of equestrian sport throughout Western Australia.</p> <p>EWA is a not-for-profit organisation, which is governed by an independent Board of Directors.</p>		
<b>Employment Conditions:</b>	<ul style="list-style-type: none"> <li>Primarily after-hours work (evenings, weekends, public holidays).</li> <li>Flexibility required to respond to emergencies and event schedules.</li> <li>Some physical labor and outdoor work is involved.</li> </ul>		

The key responsibilities of this position include, but are not limited to the following:

- *Complete deliverables in accordance with the EWA Strategic and SEC Business Plans.*

**Facility and Grounds Maintenance:**

*May included the follow duties.*

- Complete daily, weekly, monthly caretaker tasks as outlined in the Schedule of Works.
- Report maintenance, damage, or safety issues related to the SEC facilities, surfaces, or equipment to the Facilities Coordinator as soon as possible.
- Liaise with the Facilities Coordinator to coordinate minor and major repairs with external vendors (e.g., tradespersons, maintenance contractors).

**Security**

- Ensure SEC facilities are inspected and prepared for events as required.
- Secure all buildings and grounds (e.g. alarms, lights, locks) at the close of business and/or after events.
- Monitor and report any suspicious activities or security concerns.

**After Hours and Emergency Support**

- Serve as the primary point of contact (POC) for all after-hours issues, including security, emergency, and facility access.
- Provide onsite access for emergency services and tradespeople as needed.
- Follow and report all incidents in accordance with SEC emergency protocols.
- Coordinate evacuations of people, animals, and property if required.
- Notify CEO, Facilities Coordinator, and relevant authorities with all emergency incidents

**Safety & Compliance**

- Report all safety hazards or incidents and submit Incident Report Forms.
- Ensure compliance of external parties (e.g. contractors) with EWA safety protocols during after-hours access.
- Support the organisation's strong safety culture through practices and communication.

**Other Duties**

- Assist with irrigation system operation and general housekeeping as needed.
- Other tasks as directed by the CEO or Facilities Coordinator, within the scope of the role

*From time to time, this position may be requested by the CEO (and/or Facilities Coordinator) to undertake other duties, which are within the incumbent's skill and competence, to meet business needs. Notification will be provided.*

<b>SKILLS &amp; EXPERIENCE</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Previous experience in a maintenance, caretaker, or groundskeeping role.</li> <li>• Strong interpersonal, communication, and problem-solving skills.</li> <li>• Ability to work independently and manage time effectively.</li> <li>• Willingness to work evenings and weekends.</li> <li>• Current First Aid Certificate.</li> <li>• Current Working with Children Check.</li> <li>• Current National Police Clearance.</li> <li>• Valid WA Driver's Licence.</li> <li>• Basic computer literacy (e.g. Microsoft Office).</li> <li>• Western Australian White Card</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience in emergency coordination and/or security roles.</li> <li>• Familiarity with equestrian or sporting facility environments.</li> <li>• Experience with irrigation systems, ride-on mowers, tractors, or similar equipment.</li> <li>• Methodical and thorough work style.</li> </ul>
<b>KEY RELATIONSHIPS</b>	<p>This position shall be responsible for actively building and maintaining positive relationships with the following key stakeholders:</p> <ul style="list-style-type: none"> <li>• EWA CEO, Facilities Coordinator, and fellow staff.</li> <li>• EWA members, clients, participants, committees, and Board members.</li> <li>• Equestrian clubs and facility users.</li> <li>• Emergency services and external contractors.</li> </ul>
<b>POLICIES, STANDARDS, &amp; LEGISLATION</b>	<p>ALL EWA staff, including casuals, shall be required to understand their obligations and to comply with the following policies, standards, and legislation at all times:</p> <ul style="list-style-type: none"> <li>• EWA Staff Code of Conduct</li> <li>• TOIL Policy</li> <li>• EWA Member Protection Information Policy</li> <li>• Risk Management Policy</li> <li>• All relevant Acts</li> </ul>