

Moonlit Sanctuary is dedicated to the conservation of Australian wildlife and their habitats. We do this by creating an outstanding experience which engages and delights visitors, and through conservation breeding, research and education.

Moonlit Sanctuary's Vision and Mission	
Our Vision: To save species from extinction.	
Our Mission: To lead the conservation of wildlife and presentation of Australian fauna, and in doing so provide an outstanding visitor experience. We achieve this by: <ul style="list-style-type: none"> • accepting science as the basis for our understanding of the world and the natural environment; and • promoting the importance of conservation of the environment; and • promoting the preservation of species; and • ensuring the welfare of animals in our care. 	
Our Values: <ul style="list-style-type: none"> • Respect - We treat each other as equals, recognising the worth and dignity of every person. • Collaboration - We are inspired by the contributions of all individuals and the power of a team. We support each other and work together to achieve our shared goals. • Accountability - We hold ourselves to high standards in our interactions and work and take responsibility for our words and actions. • Innovation - We are creative, resourceful, and resilient. We celebrate a culture of continuous improvement and aspire to be a leader in our field. • Customer-centered - We actively listen to and understand our customers to design and deliver excellent services. 	

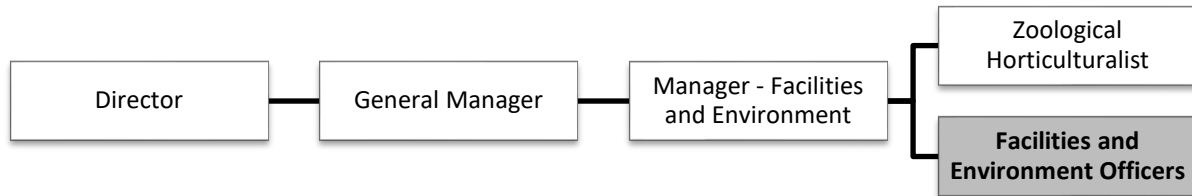
Position Overview			
Department	Facilities and Environment	Reports to	Manager - Facilities and Environment
Industrial instrument	Amusement, Events and Recreation Award 2020	Classification/Grade	Grade 1-4 (based on qualifications/experience)
Primary location	Moonlit Sanctuary, 550 Tyabb-Tooradin Rd, Pearcedale	Employment status	Full Time
Key internal relationships	Moonlit Sanctuary Senior Leadership Team Manager – Life Sciences Life Sciences staff Moonlit Sanctuary staff	Key external relationships	Customers Service Providers Contractors Regulators

Position Purpose

The **Facilities and Environment Officer** is responsible for ensuring the ongoing maintenance of Moonlit Sanctuary's habitats, buildings, vehicles, infrastructure and environment and for completing improvement works as directed.

The Facilities and Environment team also oversees the disposal of waste in the Sanctuary and contribute to improving its overall appearance to enhance the visitor experience.

Reporting Line



Key Responsibility Areas

Facilities & Maintenance

- Maintain buildings, exhibits, infrastructure, equipment and grounds as per Maintenance Schedules.
- Carry out regular maintenance inspections of Moonlit Sanctuary grounds, habitats and safety equipment as directed and report any maintenance required.
- Maintain all plant and machinery as per the Maintenance Schedules.
- Maintain and service Moonlit Sanctuary's vehicles as per the Maintenance Schedules.
- Work in alignment with Moonlit Sanctuary's waste disposal strategies.

Projects & Improvement Works

- Carry out improvement works as directed, ensuring safety of self, employees and visitors.

Work, Health and Safety

- Demonstrate work, health and safety leadership and commitment to working toward a zero-harm workplace.
- Actively model behaviours that enhance Moonlit Sanctuary's safety culture.
- Actively promote and abide by Moonlit Sanctuary's WHS policies and procedures as amended from time to time.
- Ensure all incidents, hazards and near misses are recorded within 24 hours, fully investigated and preventative measures implemented.

Key Performance Indicators

- Positive feedback from visitors. Where constructive, feedback contributes to continuous improvement initiatives.
- Facilities & Environment maintenance tasks completed as scheduled and in accordance with Sanctuary procedures.
- Projects and minor improvement works completed as scheduled, to budget and in accordance with Sanctuary procedures.

Key Selection Criteria

- Excellent time management and the ability to effectively manage multiple requests and priorities.
- Highly developed interpersonal and communication skills, with proven ability to maintain effective working relationships.
- Ability to work effectively both autonomously and as part of a team.
- Proficient in the use of software and cloud-based applications.
- A solutions and improvement mindset.
- Understanding of safety practices and procedures.
- Ability to work effectively in all weather conditions.
- Ability to meet the physical requirements of the position including but not limited to, walking, bending, lifting, carrying, pushing, standing, reaching, twisting, squatting and other repetitious movement.

Qualifications & Experience	
Essential	<ul style="list-style-type: none"> • NA
Desirable	<ul style="list-style-type: none"> • Trade qualifications in building and/or construction, carpentry or similar. • Practical experience in building and/or construction industry trades, or facilities management. Specialist licences (For example, white card, HR, forklift)

Background Checks, Licences and Accreditations	
Essential	<ul style="list-style-type: none"> • Satisfactory result in a National Police Record Check. • Current Driver's Licence.
Desirable	<ul style="list-style-type: none"> • Current Level 2 First Aid and CPR • Current Employee Status Victorian Working with Children's Check.

SIGNED on behalf of Moonlit Sanctuary Wildlife Conservation Park

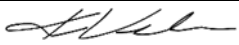
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Nathan Carter, Manager – Facilities and Environment

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Date

SIGNED by the Employee

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Employee name:

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Date

People and Culture use only		
This position description has been assessed by Moonlit Sanctuary leadership	eSignature: Name: Nathan Carter	Date:
This Position Description has been signed and approved by People and Culture	eSignature:  Name: Katiana Velcek	Date: 9 July 2025