

Position Title	Sanctuary Maintenance Hand
Position Type	Full-time, Monday to Friday
Team	Sanctuary Care
Location	Onsite at 81 Bridie's Lane, Lancefield, Victoria
Lead by	General Manager
Leads others	N/A

About Us

Edgar's Mission is a world class, not-for-profit sanctuary for rescued farmed animals that seeks to create a humane and just world for humans and non-humans. Set on 153 peaceable acres situated just outside of Lancefield, the sanctuary is nestled in the tranquillity of the Macedon Ranges.

Edgar's Mission rescues and provides sanctuary to farmed animals in need, currently providing lifelong love and care to over 450 rescued animals. Through advocacy, and engaging with communities, we encourage people to expand their circle of compassion to include all animals.

Our Vision: A compassionate and just world for all

Our Mission is Kindness: We promote understanding and respect for farmed animals. We do this by offering them sanctuary and telling their stories.

The Team

The Sanctuary Maintenance team ensures Edgar's Mission's infrastructure, grounds and equipment are safe, functional and well cared for. Working with the broader Edgar's Mission team, Maintenance keeps the sanctuary safe, welcoming and prepared for all seasons.

Strong infrastructure supports strong animal care. By maintaining the sanctuary environment, the team contributes directly to the wellbeing, comfort and dignity of every rescued animal in our care.

The Position

As with every role at Edgar's Mission, this position exists to further the status of animals in the hearts and minds of the public.

The Sanctuary Maintenance Hand plays a vital role in ensuring the sanctuary's infrastructure, grounds and equipment are safe, functional and well cared for, and that maintenance plans and actions are carried out in a timely, cost-effective manner.

The role works alone and unsupervised much of the time, using initiative to solve problems, following a weekly plan and adapting to changing needs and priorities.

Primary Responsibilities

Infrastructure and Buildings

- Fencing, gates and general repairs
- Maintenance of shelters
- Building and structure maintenance, including painting, cleaning and repairs
- Clean gutters and general building upkeep
- Roadways, including road grading (internal and external/council)
- Repairs to equipment and tools

Grounds and Land Care

- Mowing, slashing and whipper-snipping
- Weed control and management
- Pasture care
- Tree planting and watering
- Compost management
- Daily sanctuary presentation and events

Water Infrastructure

- Irrigation systems, dams and water tanks
- Cleaning water tanks, tank filters and UV filters
- Fresh water for the large water tank
- Septic tank cleanouts

Vehicles, Machinery and Equipment

- Vehicle, tractor and equipment maintenance, including tractor greasing and servicing
- Pump and fire unit servicing
- Advise the General Manager when vehicle and farm vehicle servicing is due
- Maintain firefighting equipment, sanctuary maintenance tools and animal care tools and equipment in good working order
- Air conditioner filter cleaning
- Extension lead testing and tagging

Seasonal and Fire Preparedness

- As directed, implement the seasonal preparedness of the sanctuary in line with safety and reputational requirements
- Fire season preparedness, including burning off

Stores and Sanctuary Support

- Monthly stock ordering of high-use parts and parts required for planned projects
- Annual stock check of the maintenance shed
- Assist with unloading and storing animal food deliveries
- Recycling

- Approved rodent control and checks
- Follow the weekly plan, ensure set tasks are met and complete ad hoc maintenance projects

Safety and Compliance

- Maintain safe and compliant work environments
- Identify, report and take remedial action on hazards and maintenance issues
- Comply with relevant Occupational Health and Safety requirements
- Ensure the integrity and reputation of Edgar's Mission is upheld and maintained

Qualities

Practical and Self-Motivated

- Practical and self-motivated, takes pride in their work and enjoys working outdoors
- Uses initiative to solve problems
- Organised, with excellent attention to detail
- Reliable, with excellent time management
- Able to work alone and unsupervised and take responsibility
- Flexible and proactive, able to adapt to changing needs and priorities

Safe and Observant

- Commitment to workplace safety
- Excellent observational skills, including identifying, reporting and taking remedial action on hazards and maintenance issues

Kind and Collaborative

- Genuine alignment with Edgar's Mission's values of kindness and respect
- Understands that strong infrastructure supports strong animal care
- Professional and respectful approach to teamwork
- Strong communication skills, including the ability to give and receive timely, constructive feedback

Qualifications and Experience

Essential:

- Proven hands-on experience in maintenance, mechanical, trade, farming, gardening, construction or a similar practical role
- All-round maintenance and repair skills, particularly fencing, carpentry, plumbing and vehicle maintenance
- Ability to operate small power tools and farm machinery
- Strong problem-solving skills and initiative
- Thorough understanding of health and safety requirements
- Physical stamina and willingness to perform manual, hands-on work in all weather conditions

Desirable:

- Qualification in a relevant maintenance trade, e.g. carpenter, plumber or fencer
- Experience working with or around farmed animals
- Able to drive various vehicles, including tractor, forklift and digger, and tow a horse float

Additional Information

- Full-time position, Monday to Friday, onsite at the sanctuary
- Outdoor work in all weather conditions
- Occasional travel may be required for animal transport and general errands
- Other duties as required

Background, Licenses and Accreditations

Essential:

- Current Driver's Licence
- Police Check
- Working With Children Check, or willingness to obtain

Agreement and Acceptance

Individual Name	
Individual Signature	
Date	
General Manager Name	
General Manager Signature	
Date	

If we could live happy & healthy lives without harming others, why wouldn't we?