



## BALRANALD SHIRE COUNCIL

Position Description

Cleaner

### POSITION DESCRIPTION

<b>DIVISION:</b> Infrastructure and Development	<b>SECTION:</b> Department of Infrastructure and Development
<b>Position:</b> Cleaner <b>Position Number:</b> <b>Code:</b> CL	<b>REPORTS TO :</b> Depot Supervisor
<b>CLASSIFICATION:</b> Band 1 Level 2	<b>NO.STAFF SUPERVISED:</b> Nil
<b>Employment Status:</b> Casual	<b>HOURS OF WORK:</b> As required
<b>LOCATION:</b> Balranald Shire Council caravan park buildings and other council facilities if required	<b>DESIGNATED MANAGEMENT POSITION:</b> No
<b>APPROVED BY:</b> General Manager	<b>REVIEW DATE:</b> June 2023

### OVERVIEW OF POSITION/PURPOSE

The Cleaner will be responsible for the cleaning of the council facilities. The Cleaner will be required to maintain the Balranald shire Council facilities to a high standard of cleanliness and hygiene.

<b>LINKS (INTERNAL)</b> <ul style="list-style-type: none"> <li>• General Manager</li> <li>• Works Manager</li> <li>• Depot Supervisor</li> <li>• Council Staff</li> </ul>	<b>LINKS (EXTERNAL)</b> <ul style="list-style-type: none"> <li>• Ratepayers and General public</li> <li>• Contractors</li> <li>• Suppliers</li> </ul>
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### PERSONAL ATTRIBUTES APPLICABLE TO ALL POSITIONS

Display resilience and voice	Be open and honest, prepared to express your views and willing to accept and commit to change.
Act with Integrity	Be ethical and professional, and adhere to the Code of Conduct, Council Values and Work Standards
Manage Self, Deliver Results	Show drive and motivation, commitment to continuous learning and achieving results through efficient use of resources. Ability to operate within a budget.
Work Safely	Take care of own health and safety and that of others, be aware of hazards and promptly report same to WHS officer.
Communicate Effectively, and work Collaboratively	Communicate clearly, actively listen to others and respond with respect; engage and collaborate with others and value their contribution.
Customer Service Focused	Provide customer centred services in line with organisational objectives and agreed service standards.
Demonstrate accountability	Be responsible for own actions, adhere to legislation, policies and procedures and be proactive in identifying and addressing risk.

### KEY RESPONSIBILITY AREAS

Daily maintenance of the various Council caravan park buildings and facilities to a high standard of organisation and cleanliness.

Tasks:

Completion of day to day tasks or as instructed and the ability to perform minor equipment and



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building maintenance.

Cleaning of Balranald Shire Council facilities.

Respond to emergency events as required.

Additionally you may be required to conduct other duties as lawfully directed by your Manager.

### GENERAL WORK REQUIREMENTS

#### General

- To provide the best customer service to both internal and external customers in accordance with Council's policy and procedures in particular:
- Returning telephone calls within 24 hours
- Ensuring that the public image of the Council as a service provider is always maintained in the highest integrity
- To support Council objectives in the public forum
- To display a positive attitude towards Council policy and decisions in relation to the position and the public image of the Council
- To provide a positive personal contribution in the exchange of information between team members, across business departments and with customers
- To contribute to a Service Improvement Program by participating in teams aimed at work improvement
- To lead, encourage and participate in team activities
- To participate in training programs designed to increase efficiency and effectiveness
- Presentation of a courteous and helpful image to Councillors, internal officers, outside organisations and customers
- Maintenance of confidentiality in performing the duties of the position and in liaising with internal officers, outside organisations and customers

#### Risk Management

- Observe risk management principles, policies and practices through the risk management strategy and operational procedure statements

#### Equal Employment Opportunity

- To actively support the principles and practices of Equal Employment Opportunity

### ACCOUNTABILITY AND EXTENT OF AUTHORITY

The incumbent is expected to exercise all necessary actions within the scope of their Key Responsibilities and Standards. In addition, the incumbent from time to time may also be required to undertake other duties within the Department as authorised by the Works Manager, Director Infrastructure and Development and the Director Corporate and Community Services.

### JUDGEMENT AND DECISION MAKING SKILLS

Anticipating situations and problems, finding appropriate solutions, grasping opportunities for improvements and taking ownership for continuous improvement that goes above and beyond the call of duty.

### CO-ORDINATION SKILLS



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Having the ability to set objectives for you and others, taking a forward looking perspective, and delivering successful outcomes within agreed parameters.

### QUALIFICATIONS AND EXPERIENCE

Essential:

- Understanding of Workplace Health and Safety requirements
- Ability to work autonomously and with little direct supervision.

Desirable:

- Previous experience in cleaning and maintenance.

### SELECTION CRITERIA

- Demonstrated interpersonal skills and ability to contribute to a cohesive team environment and maintain positive relationships with internal and external stakeholders.
- Ability to carry out tasks requiring the application of basic numeracy, literacy, and verbal communication skills.
- Demonstrated experience relevant to the work area (ie: facility cleaning and maintenance in a commercial context, ordering supplies).
- Ability to work effectively unsupervised when required and manage own time to meet defined work outcomes.
- Ability to work in a physically demanding occupation, often in noisy conditions.
- A developing knowledge, or ability to acquire knowledge of Council's standard safe work practices, procedures, and policies relevant to the work area (e.g. work health and safety including Duty Statements).
- Possess a current unrestricted 'C' Class drivers licence.
- Experience in the effective use, maintenance and servicing of relevant plant, equipment and tools and possession of relevant tickets and/or licences required to safely and legally operate same.

### ADHERENCE TO COUNCIL'S POLICIES AND PROCEDURES



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I hereby agree to abide by the Council's Policies and Procedures in relation to all employment and work matters.

This is to state that I am aware of and have agreed to the conditions and responsibilities as outlined in this Position Description and understand that:

- 1 My performance will be continuously monitored and measured in accordance with these criteria; and
- 2 I will establish an agreed set of Key Performance Indicators with the Director and General Manager within 60 days of my commencement.

I also understand that my performance will be appraised on an annual basis in accordance with performance measures as set out in the Staff Development Scheme for this position and that both this Position Description and the Staff Development Scheme will be reviewed and updated on an annual basis.

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**Incumbent**

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**Date**

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**Supervisor**

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**Date**

