

Position Description

Position Title	Cleaner		
Department	Parks & Urban Services	Position Number	PUS07
Grade	Grade 1	Location	Various
Status	Permanent Full-time	Hours	35hrs per week / 70hrs per fortnight
Reports To	Senior Technical Officer (Parks & Urban Services)	Industrial Instrument	Local Government (State) Award 2020
Date Revised	04/08/2023	Version Number	1
Direct Responsibilities	Provision of clean Council facilities at a number of various sites		

Council's Vision

Coonamble Shire is a connected, respectful, and diverse community, working together in a healthy natural environment that supports our vibrant local economy.

Council's Mission

Through its undertakings, maintain and improve the services to ratepayers by the efficient and effective management of assets and the environment in response to community needs.

Position Summary

The position exists to support staff by providing clean working amenities and facilities, the disposal of waste and through the effective clean and hygienic presentation of Council premises for staff and the public.

Facilities include Administration Building, Coonamble Library, Coonamble Works Depot, Coonamble Aerodrome Terminal building, Visitor Information Centre and other buildings as required.

Position Benefits

- Car per Km Allowance for use of private vehicle.
- Adverse Working Conditions Allowance (Level 2).
- Four (4) weeks annual leave per year (pro-rata).
- Superannuation paid by Council in accordance with legislative requirements.
- Employee Assistance Program (EAP).
- Council provided hi-vis and safety work wear and Personal Protective Equipment (PPE).
- Reasonable access to education and training, consistent with the individual's Employee Training Plan and Council's Annual Training Plan, Professional Development Policy and Budget.

Position Description

Key Responsibilities

Cleaning Operations

- Empty bins, vacuum entire buildings, wet mop all tiled or similarly treated flooring/areas.
- Wipe down benches, filing cabinets, chairs etc. including Council Chambers.
- Clean and mop bathrooms/toilets.
- Clean kitchen including washing up and put away Council owned items, excludes staff personal items.
- Remove cobwebs, clean windows, blinds and skirting boards.
- Check and replenish paper towel dispensers and other consumables as required and order stores and supplies and complete documentation as necessary.
- Maintain confidentiality of all Council information.
- Activate and disarming security systems and lock and unlock buildings.
- Clean outside windows, stairs, ramps and entrance areas weekly including sweeping and hosing down.

Records and Finance

- Completion of accurate timesheets with job numbers, daily plant checklists, daily running sheets and other work related documentation.
- Seeks approval from Supervisor for expenses / claims, as required by Council's policies and guidelines.

IP&R and Strategic Planning

- Contribution towards the goals outlined in Council's Delivery and Operational Plan and any other appropriate planning / reporting frameworks that are applicable to the scope of the position.

WHS and Environment

- Completing and adhering to workplace procedures for risk identification, risk assessment and risk control.
- Participation in activities associated with the management of Workplace Health and Safety.
- Identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and hazards in the workplace.
- Participate in environmental incident investigation and nominated corrective measures including the observation and reporting of any new environmental aspects and impacts.

General

- Provide excellent customer service to both internal and external customers.
- Promote the image of Council in a positive manner and actively promote good public relations.
- Behaviour complies with the Council's Code of Conduct, EEO and Anti-discrimination principles.
- Any other duties consistent with the responsibilities of the position as directed.

Position Description

Key Internal Relationships

Parks and Urban Services Section	Work collaboratively with the team to ensure service continuity and contribution towards efficient operations to support Councils plans, strategies and priorities.
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Council Departments	Collaborate with all Council Departments to ensure service continuity and a high standard of customer service.
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Direct Reports	Nil
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Key External Relationships

External Stakeholders and Committees	Represent Council and provide a high standard of excellence and professionalism to all stakeholders.
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Delegations

- Nil

Position Description

Essential Requirements

Technical Requirements

- Demonstrated literacy and numeracy levels associated with completion of Year 10 schooling or higher.
- Demonstrated experience in a similar role.
- Knowledge of Cleaning Operations, with the ability to learn and develop knowledge on the job.
- Experience using cleaning equipment such as pressure washer, industrial vacuum cleaner.
- Ability to perform manual tasks with dexterity, including general construction, machine operation and fit to undertake the duties outlined in this position description, safely.
- Demonstrated understanding of and commitment to the principles and legislative requirements of Work Health and Safety (WH&S).
- Australian resident or equivalent or holding a Visa allowing employment in Australia.
- Class P, P2 or C Drivers Licence (unrestricted).
- WH&S Construction Induction (White) Card.
- Own transport with comprehensive insurance.

Desirable Requirements

- WH&S Construction Induction (White) Card.
- Completion of relevant training courses and certificates.
- Local Government experience.

Selection Criteria

- Demonstrated literacy and numeracy levels associated with completion of Year 10 schooling or higher.
- Demonstrated experience in a similar role.
- Knowledge of Cleaning Operations, with the ability to learn and develop knowledge on the job.
- Class P, P2 or C Drivers Licence (unrestricted).
- Responsibility for own work for quality and completeness of tasks, under guidance, on time and to the required standard.
- Shows willingness to learn, apply new skills and adapts to changing work tasks.
- Commitment to safety and consistently act in line with legislation and policy.
- Keep team and supervisor informed of what he/she is working on and share knowledge and information with team members and other staff.

I acknowledge and understand the requirements of the role as contained within this position description.

Signed:	
Name:	
Date:	