

Appendix 1

POSITION DESCRIPTION

Title:	Cleaner / Municipal Employee
Position Number:	
Department:	Works and Services
Reports To:	Supervisor
Supervises:	
Effective Date:	
Classification:	Level 3 Local Government Industry Award 2020

Overall Objectives

Provide the Council and residents of the Central Highlands with well-maintained Council buildings and facilities.

These Council buildings and facilities are to be kept in the best possible condition through cleaning, damage reporting and equipment monitoring.

Key Functions, Responsibilities/Principal Accountabilities

1. Ensure that all information obtained by way of your employment with the Council is treated with discretion and remains confidential.
2. Ensure the safety and welfare of property, the public and the work force in the discharge of Council's functions.
3. Clean and service Council buildings to the best possible level.
4. Document and report damage and maintenance needs as they arise and indicate potential for damage as it becomes apparent.
5. Use the knowledge of each building, the facilities and equipment (tables, chairs, settings, and fittings) to ensure that damage to these smaller assets and missing items are reported.
6. Ensuring the safe handling of chemicals and the use of cleaning products to ensure that appropriate personal protective equipment is utilised whilst undertaking cleaning programs.
7. Seek and provide advice on how cleaning and building care can be improved or where materials and time savings can be made.
8. Ensuring that all facilities are secure upon the completion of your works and activate alarms as required.
9. Working safely in compliance with the Workplace Health & Safety Act 2012 and Council's policies and procedures.

10. To undertake any task, within the limit of the employees skill and training as directed by the leading hand or manager.

Proposed Cleaning Schedule

Summer Schedule (1st October – 30th April)

- **Monday (8.5 hrs):** Clean all toilets – Wayatinah, Ouse, Bethune, Meadowbank, Ellendale, Hamilton, and Gretna.
- **Tuesday (8.5 hrs):** Clean crib room and toilets – Ouse, Bethune, Meadowbank, Hamilton, and Gretna.
- **Thursday (8.5 hrs):** Clean toilets – Ouse, Bethune, Meadowbank, Hamilton, and Gretna.
- **Friday (8.0 hrs):** Clean all toilets – Wayatinah, Ouse, Bethune, Meadowbank, Ellendale, Hamilton, and Gretna (*finish at 4:00 PM like works depot crews*).

Winter Schedule (1st May – 30th September)

- **Monday (8.5 hrs):** Clean all toilets – Wayatinah, Ouse, Bethune, Meadowbank, Ellendale, Hamilton, and Gretna.
- **Wednesday (8.5 hrs):** Clean crib room and toilets – Ouse, Bethune, Meadowbank, Hamilton, Ellendale, and Gretna.
- **Friday (8.0 hrs):** Clean all toilets – Wayatinah, Ouse, Bethune, Meadowbank, Ellendale, Hamilton, and Gretna (*finish at 4:00 PM like works depot crews*).

Note: May be required on some days to travel to Hobart to pick up supplies for Council.

Selection Criteria

Formal Qualifications

- Qualification and experience in cleaning
- Retention of current driver's licence Class 'C'
- Manual Handling
- First Aid Certificate
- National Police Check

Experience

- Minimum of twelve months previous relevant experience as a cleaner
- Ability to be self-directed and work unsupervised on a rotational cleaning schedule
- Ability to work as a team to achieve team goals and able to work autonomously confidently

- Experience with cleaning products and equipment.
- Knowledge and experience in chemical handling

Knowledge/Skills

- Ability to work independently with limited direction
- Ability to work and perform in a safe and healthy manner
- Ability to operate cleaning equipment including industrial floor cleaners/polishers
- Ability to identify problems and to report them to the Supervisor.
- Ability to perform works in a competent manner.
- Ability to identify where additional material is required.
- Ability to work without supervision.
- Ability to work to given tolerances.
- Knowledge of employee obligations under the Workplace Health & Safety Act 2012 and Regulations.

Personal Attributes

- Self motivated and success motivated.
- Ability to work as a member of a team.
- Effective communication skills.
- Ability to communicate with other personnel.
- Competent use of communications equipment.
- Willingness to work overtime as required
- Demonstrate a personal pride in work

Performance Indicators

The incumbent's performance will be judged against the following:

1. Incumbent participates in the implementation and participation of a safe working environment.
2. Activities are undertaken to defined standards and within budget allocations.
3. Provision of safe and healthy working environment.
4. Courteous and co-operative approach to community, councillors and staff.

MULTISKILLING:

A supervising officer may direct an employee to carry out such duties as are within the limits of the employee's skill, competence and training, provided such duties do not promote a narrowing of the employee's skill base. If an employee is directed to carry out the work of a higher classification or award band the higher duties clause of the relevant award will apply.

DATE APPROVED:

APPROVED BY: General Manager

PRESENT OCCUPANT: Vacant

DATE OF APPOINTMENT:

