



# SHIRE OF THREE SPRINGS

Cleaner

INFORMATION FOR CANDIDATES

March 2018

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# Shire of Three Springs – Cleaner

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# Shire of Three Springs – Cleaner

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## 1. ADVERTISEMENT (FULL)

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### **CLEANER**

A vacancy has arisen for the permanent part time position of cleaner with the Shire of Three Springs. The position undertakes general cleaning tasks across a range of Council facilities located in the Three Springs townsite.

Cleaning experience is preferred, but not essential. The position works on average 38 hours per fortnight, however this can on occasions rise to up to 50 hours per fortnight.

Payment is per Level 1 of the Municipal Employees Award \$18.1764 per hour or if over 38 hours per fortnight \$18.6369 per hour. 9.5% Superannuation is paid per current Federal legislation. An additional 3% will be paid by the Shire if an employee contribution is made of 5%. 4 weeks annual leave applies.

Travel between Shire premises to undertake cleaning duties is with your own vehicle with an allowance of \$15.00 per fortnight paid in accordance with Council policy. All cleaning tools, equipment and consumable items are supplied by the Shire.

Commencement will be as soon as available and a full briefing on facilities and tasks will be undertaken.

A Pre-Employment Medical and Police Clearance are required to be supplied before commencement. Council will meet the cost in obtaining these.

Job Description and further information for this position is available on the Shire Website [www.threesprings.wa.gov.au](http://www.threesprings.wa.gov.au) or email enquiries can be made to [ceo@threesprings.wa.gov.au](mailto:ceo@threesprings.wa.gov.au)

Applications (including the names of two referees) marked 'Private and Confidential' should be addressed to the Chief Executive Officer, Shire of Three Springs, PO Box 117, Three Springs WA 6519, and be received by **4.00pm Thursday 12th April 2018**.

**Sylvia Yandle**  
**Chief Executive Officer**

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## 2. INFORMATION FOR CANDIDATES

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### **Selection on the Basis of Merit**

The Shire of Three Springs is an equal opportunity employer. All applications for a position will be assessed against the same criteria included in the position description.

No application will be considered until after the advertised closing date at which time it will be assessed by a Selection Panel. Selection will be based on which applicant demonstrates the highest merit for the position, their past experience, qualifications and ability to perform the advertised position.

### **What to include in your application**

Your application should include the following information:

- A statement addressing each of the selection criteria
- A copy of your current Resume
- Contact details of two employment referees.

Applications should not be submitted in plastic sleeves, binders or files. Please do not submit originals of important documents such as qualifications and references. Submit photocopies only.

### **Statement Addressing Selection Criteria**

The selection criteria are the most important part of your application. They are the essential skills, knowledge, experience, qualifications and training stated in the position description.

Your application should contain a statement specifically addressing each of the **SELECTION CRITERIA** with examples, which demonstrate how you meet the requirements of each objective.

### **Resume**

You should also attach a copy of your current resume, listing academic achievement, professional training, memberships and relevant employment experience.

### **Referees**

You should include the names and contact details of two referees we can contact to provide information on your past work performance.

### **One copy only**

You should provide us with only one copy of your complete application.

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## **Late Applications**

Ensure your application is received prior to the closing date and time, as late applications will not be considered.

## **Post Application Process**

Short listed applicants will be contacted by telephone to arrange an interview. Unsuccessful applicants will be advised in writing.

## **Pre-employment Medical and Police Clearance**

The successful applicant will be required to undertake a pre-employment medical examination prior to commencement at the Council's expense. The successful applicant will be required to provide a Police Clearance (Council will reimburse the cost of this).

## **Housing**

Housing is available provision can be negotiated for the Truck Driver/General Hand position.

## **Address for Applications**

Applications should be marked CONFIDENTIAL, and addressed to:

**Chief Executive Officer**

**Shire of Three Springs**

**PO Box 117**

**THREE SPRINGS WA 6519**

## **Further Information**

Should you require further information about the position, please contact the Chief Executive Officer on 9954 1001 or [ceo@threesprings.wa.gov.au](mailto:ceo@threesprings.wa.gov.au)

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## 3. ABOUT THE SHIRE OF THREE SPRINGS

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Three Springs is a small country town in the mid west of Western Australia, with a unique mix of grain and grazing, mining and government industries within the Shire. The town is situated 313km north-east of Perth, and encompasses an area of 2,629 sq/km.

The Three Springs community offers all the benefits of country living, and the town provides for a variety of sporting and recreational interests. The local sporting club offers lawn bowls, tennis and squash. There is an Olympic sized swimming pool, football, netball, hockey and badminton courts available at the Shire Hall.

The town has a resident Doctor operating from the Shire's fully equipped Medical Centre plus a state of the art Dental Surgery and local Dentist. There is a small hospital and the main street includes a Pharmacy, Hotel, Supermarket, Butcher, Service Stations and rural suppliers plus other local industries.

With the abundance of gorgeous wildflowers in season, close proximity to the beautiful central coastline, and its idyllic bush setting, Three Springs is enjoyed by both residents and visitors alike. Our Shire is also renowned for a variety of rare flora and one of these species is the Eucalyptus Rhodantha (Rose Mallee). It is also the town and shire emblem.

Pre and Primary Schooling is available at Three Springs with secondary Schooling to year 10 (and year 11 and 12 non TEE) at Carnamah and Morawa. The Three Springs Child Care Centre operates from Monday to Friday.

Offering all the services and amenities that people have come to expect in recent years with high standard medical, educational and recreational facilities the Three Springs community continues to thrive.

## 4. REMUNERATION AND OTHER EMPLOYMENT CONDITIONS

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Conditions will be in accordance with the current Municipal Employees (WA) interim award 2011.

Award	MUNICIPAL EMPLOYEES (WESTERN AUSTRALIA) INTERIM AWARD 2011
Position Description	Cleaner (Permanent Part Time)
Commencement Date	April 2018
Hours of Work	Hours are flexible and can fit in with own commitments. The hours are to be undertaken to ensure that there is no or minimal disruption to normal work activities occurring at the premises being cleaned. This will be determined by bookings at facilities, events and opening hours of the Shire Office and Shire Depot.
Wages	Current hourly rate set at \$18.1764 however if more than 38 hours are worked in a fortnight the rate increases to \$18.6369 per hour.
Vehicle	Travel between Shire premises to undertake cleaning duties is with your own vehicle with an allowance of \$15.00 per fortnight paid in accordance with Council policy. All cleaning tools, equipment and consumable items are supplied by the Shire.
Housing	Housing is available at staff rental rate of \$80.00 per week.
Superannuation	Council pays the compulsory superannuation of 9.5% with a further 3% Council contribution available subject to a minimum of 5% personal contribution.
Annual Leave	Four (4) weeks per annum (Pro Rata).
Probationary Period	A three month probationary period applies after which ongoing employment will be confirmed.
Performance Review	A Staff performance review will be undertaken each year.



## 5. POSITION DESCRIPTION

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### 1. POSITION IDENTIFICATION

<b>Position Title:</b>	<b>Cleaner</b>
<b>Classification:</b>	Part time
<b>Tenure:</b>	Commence with 3 month probation
<b>Award Level:</b>	Municipal Employees (WA) interim award 2011

### 2. POSITION OBJECTIVES

Maintain Councils properties in a high standard of cleanliness and neat presentation

### 3. KEY RESPONSIBILITY AREAS

1. Monitor and maintain the cleanliness, appearance and presentation of Councils properties and take action to maintain the high standards expected.
2. Adhere to safe work practices as per the Shires OHS policies.

### 4. ORGANISATIONAL RELATIONSHIPS

Reports to:                   Manager of Finance

Internal Liaisons:       Chief Executive Officer  
                                  Manager of Finance  
                                  Environmental Health and Building Officer  
                                  Building Maintenance Officer  
                                  Ranger/Emergency Services Manager  
                                  Works Supervisor  
                                  Other Council staff and employees



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## 5. PERFORMANCE CRITERIA

1. To maintain the Shire Offices including Council Chambers and Reception Room, Recreation Centre, Football Pavilion, Hockey Toilets, Craft Toilets, Depot Office and break room and Public Toilets in a high standard of cleanliness for public use of these facilities.
2. To carry out cleaning duties when required by Manager of Finance at the Shire Employees houses as needed.
3. To be self motivated and able to work under supervision of the Manager of Finance.
4. To adhere to Shire OHS policies and promote safety in the workplace.
5. To carry out all work efficiently and in a professional manner as per the Shire Code of Conduct.
6. To contribute positively and productively to a harmonious workplace and to the fulfillment of all duties.
7. To identify and report damage/maintenance requirements to the Manager of Finance and/or Building Maintenance Officer.
8. To identify and report any actual or perceived hazards/dangers to Manager of Finance and/or Building Maintenance Officer.
9. Refer to list of duties which has a minimum requirement of cleaning expectations.

## 6. SELECTION CRITERIA

### Essential

1. Basic knowledge of Chemical uses and safety.
2. Basic knowledge of reading and understanding Material Safety Data Sheets.
3. Hold a current “C” class Motor Drivers License.
4. Prepared to undergo a Police Clearance if required

## 7. Knowledge, Skills and Experience

### Skills

1. Basic time management skills.
2. Basic verbal and written communication skills.
3. Basic public relations and interpersonal skills.
4. Basic skills in the use of cleaning equipment including commercial floor polisher.

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### **Knowledge**

1. Basic knowledge of chemical use and safety.
2. Basic knowledge of reading and understanding Material Safety Data Sheets.

### **Experience**

1. Experience in cleaning preferred but not essential.

### **Qualifications and/or Training;**

1. Hold a current “C” class Motor Drivers License.
2. Preferably hold a basic Life Support First Aid Certificate.

Date 27/03/2018