

Shire of Three Springs

Position Description

Date: October 2021

1. Position Identification

Title:	Cleaner (Casual). Commence with 3 month probation.				
Position Number:		Level:	1	Agreement/Award:	Municipal Employees (WA) Award 2021
Department:	Works Depot				
Section:	Cleaners				
Location:	Three Springs, Western Australia				

2. Reporting Relationships

Reports to:	Manager of Works
Internal relationships:	Chief Executive Officer / Deputy Chief Executive Officer Manager of Works/ Shire Staff/ Community
External relationships:	Key Stakeholders Community members
No of Direct Reports:	0

3. Value Statement

Embrace and promote the values of integrity, accountability, respect and innovation.

- A commitment to work together and respect each other
- To be a community that is fair minded, approachable, tolerant and responsive
- To have a regional focus; and
- To be an innovative and forward thinking community

4. Role Purpose

To carry out Cleaning of Council's Infrastructure and Assets in a high standard of cleanliness and neat presentation, as directed by the Manager of Works and Services.

5. Key Objectives

- Carry out the cleaning and maintenance of Council's infrastructure and assets as directed by the Manager of Works in a safe and efficient manner according to Shires OHS policies.
- To contribute positively and productively to a harmonious workplace.
- Liaise with the Manager of Works and Depot Administration Officer on matters required for the satisfactory cleaning of Council's infrastructure and assets.

6. Key Responsibilities

- To monitor and maintain the cleanliness, appearance and presentation of Council's Buildings, Houses and infrastructure.
- To be self-motivated and able to work unsupervised.
- To adhere to and promote safety in the work place as per the Shires OHS policies.
- To carry out all work efficiently and professional manner as per the Shire Code of Conduct and contribute positively and productively to a harmonious work place.
- To work under the direction of the Manager of Works and Shire Administration Officer.
- To undertake additional training where appropriate and authorised.
- Observe and report on damage/maintenance requirements of equipment and tools in your care.
- To identify and report any actual or perceived hazards/dangers/accidents to the Works Supervisor.

7. Leadership Capabilities

Results driven, demonstrated by actively leading continuous improvement initiatives, effectively collaborating with key stakeholders.

Drives a high performing customer focused culture where accountability, innovation, and excellence are valued.

High level of personal integrity and self-awareness, seeks feedback, developmental opportunities and displays sound judgment in decision-making.

8. Risk Management and Workplace Health and Safety

Participate, contribute and demonstrate personal commitment to safe practice and environmental awareness that is compliant with Duty of Care requirements under the OH&S Act 1984 and relevant regulations and guidance notes.

9. Other Requirements

Adheres to the Code of Conduct and other workplace policies and procedures and behaves in an honest, professional and ethical way.

10. Qualifications and Work Experience

Essential

- Demonstrated experience.
- Ability to demonstrate and support the values of the Shire of Three Springs.

Mandatory Requirements Hold a current national "C" class driver's licence.

11. Authorisation Process

Authorisation Process			
Title:	Print Name:	Signature:	Date:
Chief Executive Officer	Keith Woodward		
Employee			