

Shire of Three Springs

Position Description

Date: December 2021

1. Position Identification

Title:	Casual Cleaner				
Position Number:	216	Level:	LEVEL 1 (> 38)	Agreement/Award:	M.E. (WA) Award 2021
Department:	Works				
Section:	Cleaning				
Location:	Three Springs, Western Australia				

2. Reporting Relationships

Reports to:	Manager of Works and Services Depot Admin Officer
Internal relationships:	Councillors Chief Executive Officer / Deputy Chief Executive Officer All Staff
External relationships:	Key Stakeholders Ministers 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 cleaning Council's Facilities at the Arrino Rest Stop (Toilet Complex) and other cleaning duties when available, as directed by the Manager of Works and Services or Depot Admin Officer.

5. Key Objectives

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

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 in support of the Strategic plan.

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.
- Basic knowledge of Chemical uses and safety.
- Basic knowledge of reading and understanding Material Safety Data Sheets.
- Prepared to undergo a Police Clearance

Mandatory Requirements

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

11. Authorisation Process

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



APPLICATION FOR EMPLOYMENT

Thank you for your interest in this position with the Shire of Three Springs. Please complete the following questions and attach with your application.

VACANCY DETAILS			
Position Title:			
PERSONAL DETAILS			
Surname:		Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss	
Given Names:		Date of Birth:	
Address:			
Suburb:		Postcode:	
Email:			
Daytime Contact No:		Mobile:	
Are you an Australian Citizen or permanent resident of Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, do you currently hold a Visa allowing you to work in Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, please attach a copy.)</i>			
Do you hold a current Motor Vehicle Driver's Licence? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please provide details:</i>			
State:	Class(es):	Number:	Expiry:
Do you hold a current: <input type="checkbox"/> National Police Clearance <input type="checkbox"/> Working with Children Check OR <input type="checkbox"/> willing to obtain clearance/s.			
RECRUITMENT SOURCE			
How did you first become aware of this vacancy?			
<input type="checkbox"/> Shire of Three Springs website			<input type="checkbox"/> Other website
<input type="checkbox"/> Local Government Jobs website			<input type="checkbox"/> Local newspaper
<input type="checkbox"/> WA Govt Jobs website			<input type="checkbox"/> West Australian
<input type="checkbox"/> Word of mouth			<input type="checkbox"/> Other
ATTACHMENTS			
Please ensure you have attached all the required documents (see <i>Information for Prospective Applicants</i> for details).			
<input type="checkbox"/> Cover Letter			<input type="checkbox"/> Resume / Curriculum Vitae
<input type="checkbox"/> Referees (2 contactable work referees, preferably Supervisors or Managers)			
<input type="checkbox"/> Copies of relevant qualifications			
AVAILABILITY			
How soon would you be available to commence work? <i>(If currently employed, what is the minimum period of notice required?)</i>			



Declarations

The following declarations are NOT a barrier to being considered for employment, but will assist us to take due care in assessing placement should you be the successful applicant.

HEALTH			
To the best of your knowledge, do you have a medical condition, injury or disability that would impact your ability to undertake the duties of the position you applied for? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If “yes”, please provide details of condition:			
WORKER’S COMPENSATION CLAIM			
Have you ever made a Worker’s Compensation Claim? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If “yes”, please describe claim details (e.g. year of injury, what type of injury, company worked for, period of time off work, etc.):			
Year of Injury	Type of Injury	Name of Company	Period of time off work
Are any claims still current? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If “yes”, please provide details of current claims:			
CRIMINAL CONVICTIONS			
Have you ever been convicted of any offence in any court, or are you currently subject to any charges pending before court, or the subject of an investigation before a tribunal? <i>(You do not need to give details of any conviction which you have had declared spent under the “Spent Convictions Act 1988”).</i> <input type="checkbox"/> Yes <input type="checkbox"/> No			
If “yes”, please provide details:			
APPLICANT DECLARATION			
I declare that all the above statements and attached supporting information are true in all respects and consent that this information will be stored and used for the purposes of assessing suitability for employment. I understand that in providing referees I consent to them being contacted. I acknowledge that any statement which is found to be false or deliberately misleading will make me, if employed, liable for dismissal. <i>(If submitting a hard copy, please sign and date. If emailing, please enter your name and date, we will consider this consent as described above.)</i>			
Applicant’s signature:			Date: