



## POSITION DESCRIPTION FORM

File No: PDF-0018145

### POSITION IDENTIFICATION

Title:	Cleaner	Level:	Level 3
Service Unit:	Operations	Award:	Local Government Industry Award 2020
Directorate:	Infrastructure	Date Effective:	1 October 2017
Reporting to:	Senior Project Officer	Date Last Reviewed:	1 December 2023

### PURPOSE OF POSITION

- Provides a high level of cleanliness and hygiene for facilities, community buildings and public conveniences in a safe and efficient manner that contributes to a positive image for the shire.

### SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

- Responsible for the day to day cleaning of shire facilities.
- Ensure that damage and or maintenance issues are identified and reported in accordance with policy and established guidelines.
- Maintain cleaning equipment and ensure cleaning products supplies are ordered when required.
- Undertake on the job and off the job training as required to develop the necessary knowledge for the position.
- Any other duties as directed by the line supervisor / manager.

### ORGANISATIONAL RELATIONSHIPS

Responsible for:	Not Applicable at this level.
Internal Relationships:	All Shire of Dardanup employees and Elected Members.
External Relationships:	Federal and State government agencies, other local government authorities, community groups and organisations, private sector stakeholders.

### POSITION DIMENSIONS

Work Location:	Various shire facilities and buildings.
Delegated Authority:	Not Applicable at this level.
Driving Requirements:	C (Car) or CA (Car Automatic) class motor vehicle licence. (Preferable)

## EXTENT OF AUTHORITY

This position operates under direction of the Senior Project Officer within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other legislation.

## CORPORATE ACCOUNTABILITIES

- All employees are bound by the requirements of the Local Government Act 1995 to act with integrity, and in a way that shows a proper concern for the public interest;
- Comply with Council’s Code of Conduct, management directives and approved policies and procedures.
- Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations.
- Maintain obligations described within the Shire’s Customer Service Charter.
- Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all Intellectual Property rights in all documents, materials or other things created or contributed to by the Employee (whether alone or with others) in the course of their employment.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Deliver effective use of Shire resources within the level of accountability for this position.
- Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of any other individual through any of your acts or omissions at work as per Council’s WHS policies and Work Health and Safety legislation.
- Employees shall cooperate with the Shire of Dardanup in the carrying out of the obligations imposed on the Shire under Work Health and Safety legislation.
- Monitor work practices, support training and engage with staff and contractors to ensure their ongoing safety and compliance with Work Health and Safety legislation and Council’s WHS policies.
- Provide an ongoing commitment to risk, emergency management and business continuity principles.
- Employees shall demonstrate the Shire’s Values “Trust, Respect, Accountability, Customer/Community, Excellence & Support” within the workplace.

## VALUES

### Our Values – TRACES

The Shire of Dardanup is building a culture where openness and transparency are the norm; and where we all hold ourselves accountable to deliver excellence for our customers and community.

<b>T</b> RUST	<b>R</b> ESPECT	<b>A</b> CCOUNTABILITY	<b>C</b> USTOMERS & COMMUNITY	<b>E</b> XCELLENCE	<b>S</b> UPPORT
 <p>"We are committed to showing confidence and belief in each other and ensuring we do what we say we will do."</p>	<p>"We are committed to recognising and acknowledging each person's unique contribution."</p> 	 <p>"We are committed to transparency, good governance and accept responsibility for our actions."</p>	<p>"We are committed to providing a positive experience for our customers and our community."</p> 	 <p>"We are committed to being the best we can be within the organisation."</p>	<p>"We are committed to being a true team."</p> 

## SELECTION CRITERIA

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| Essential: | <ol style="list-style-type: none"><li>1. Experience in various cleaning duties using a range of cleaning equipment and products.</li><li>2. Good level of organisational ability with the capacity to work unsupervised, manage priorities and meet deadlines under pressure.</li><li>3. Ability to work flexible hours, including weekends and outside of regular office hours.</li></ol> |
| Desirable: | <ol style="list-style-type: none"><li>1. Previous experience in a commercial cleaning role.</li></ol>  |