

POSITION DESCRIPTION

Bundaberg Regional Council has a vision 'To Build Australia's best Regional Community'. This position description outlines the values that underpin this vision and an overview of the general duties and responsibilities required in this role.

Overview

Position Title:	Facilities & Maintenance Officer	Industrial Instrument:	Bundaberg Regional Council Certified Agreement plus Queensland Local Government Industry Stream B Award
Position Number:	2155	Classification Level:	3
Employment Location:	Gin Gin	Position Status:	Part-time Permanent
Department:	Community and Environment	Document Last Reviewed:	9/04/2024
Branch:	Community Services	Job Dictionary:	MD-5-082
Accountable To:	Community Services Operations Officer (PN2023)		
Aim of Position:	<p>To achieve and maintain the highest level of cleanliness and hygienic standards with a quality, efficient and cost-effective cleaning service.</p> <p>This role may require the incumbent to work at the Bargara, Bundaberg, Childers or Gin Gin locations including all associated Council buildings.</p> <p>The incumbent will also be required to assist with the preparation of the Bundaberg Civic Centre Auditorium Supper Room for various events and functions.</p>		

Council Values

Bundaberg Regional Council's culture is driven by the following values:



Key Responsibilities

1. Ensure all offices, function areas, and amenities are cleaned to a high standard.
2. Operate cleaning equipment in accordance with Council's policies and procedures and to manufacturer's instructions.
3. Assist other cleaners when required.
4. Provide assistance in the setting up and preparation of events or activities in any of Council's facilities.
5. Assist in promoting project outcomes and acumen through appropriate communication mechanisms.
6. Model behaviours that reinforce open and honest communication with stakeholders and peers.
7. Comply with Council's Code of Conduct.
8. Ensure the work environment complies with workplace health and safety legislation by reporting accidents, potential hazards and unsafe acts to your supervisor using the appropriate form/system in a timely manner.
9. Ensure you comply with correct use and storage of personal protective equipment.

10. Comply with Council's Policies and Procedures to assist in the elimination and prevention of the risk of environmental harm due to the workplace or workplace activities.
11. It is expected that the incumbent undertake other reasonable duties and tasks requested by Management within the incumbent's capabilities, including additional duties as required during periods of absence of other staff.

Position Requirements - Qualifications and Experience:

Mandatory:

1. Demonstrated knowledge and proven skills to act in accordance with Workplace Health and Safety Procedures and adopt safe practice in carrying out tasks to ensure safe working environments exist at all times.
2. Knowledge and experience in cleaning services.
3. Ability to use and knowledge of a wide variety of cleaning equipment, cleaning agents and their correct application.
4. Demonstrated time management and organising skills along with the ability to physically manage the set up and pack up of various equipment for events and functions large and small.
5. Demonstrated well developed interpersonal and verbal communication skills and customer service skills.
6. Demonstrated ability to comply with instructions and work unsupervised maintaining high attention to detail.
7. Hold a "C" Open Drivers Licence.

Organisational Capabilities – Individual Employees (Leading Self):

The capabilities for all roles are obtained from the Capability Framework which describes key behaviours required at all levels and roles across Council. There are four mandatory capabilities that are required in all roles – building relationships, customer focus, safety and professionalism and job requirements.

Capability	Descriptors
Building Relationships	Engage people to build positive relationships: <ol style="list-style-type: none"> 1. Puts themselves in other people's shoes to accept and value different thinking 2. Uses sound communication skills of active listening, paraphrasing to check for understanding, and appropriate language depending on the audience 3. Quickly assesses the emotions of colleagues around them and then adapts words, tone and gestures accordingly
Customer Focus	Focuses on customers: <ol style="list-style-type: none"> 1. Actively works to understand customers and stakeholders 2. Engages customers in a friendly and appropriate manner 3. Shows respect for customers and stakeholders
Safety and Professionalism	Models safe, professional and ethical behaviour: <ol style="list-style-type: none"> 1. Identifies safety issues and problems, takes and monitors corrective action 2. Is consistent in word and actions 3. Is viewed as trustworthy, honourable and truthful, and respectful of the view of others 4. Able to understand, monitor and channel their own emotions in a positive way whilst staying true to self
Job Requirements	Applies knowledge and skill: <ol style="list-style-type: none"> 1. Able to demonstrate knowledge appropriate for their role 2. Demonstrates strong skills in their functional area 3. Committed to maintaining a high standard of practice in their role

Cross-Organisational Thinking	Understands how their work makes a difference to Council: <ol style="list-style-type: none"> 1. Can describe the vision and purpose for their direct area 2. Able to describe how their work contributes to organisational objectives 3. Considers wider organisational objectives when making decisions and performing their work
Leading People	Supporting others: <ol style="list-style-type: none"> 1. Provides considered and supportive feedback to other team members and colleagues
Developing People with a One Team Focus	Supports others' capability development: <ol style="list-style-type: none"> 1. Readily shares their knowledge and experience 2. Acts as a coach, mentor, role model and sounding board for others
Driving People's Performance	Focuses on performance: <ol style="list-style-type: none"> 1. Seeks to understand tasks, asks questions and knows what is expected of them 2. Approaches challenging work situations with positive energy 3. Sets priorities and organises self to meet work deadlines 4. Reports progress and any potential delays of issues which may impact on others
Managing Stakeholders	Manages internal and external relationships: <ol style="list-style-type: none"> 1. Written and verbal communication is clear and concise 2. Listens to others actively and attentively 3. Demonstrates a friendly and engaging interpersonal style 4. Builds networks with peers 5. Works collaboratively with others
Decision Making	Makes sound decisions: <ol style="list-style-type: none"> 1. Demonstrates ability to research, understand and analyze information relevant to work tasks 2. Shows judgement in decision making
Making Improvements	Open to making improvements: <ol style="list-style-type: none"> 1. Shows a willingness to try new ways of working 2. Generates and shares new ideas and suggestions for improvement
Progressing Change	Responds flexibly to changes: <ol style="list-style-type: none"> 1. Works to embrace and assist change 2. Helps to engage others in the change process 3. Shows resilience in times of uncertainty

Organisational Accountabilities:

The organisational accountabilities are the expected standards of performance all roles and levels in Council

Accountability	Action
1. Workplace Health and Safety	1. Actively participate and promote a health and safety culture that believes all incidents are avoidable and strives to create an environment free from injury or illness, and operate in accordance with Council's Health and Safety Duty Statement and associated safety policies/procedures.
2. Culture	1. Drive a positive and proactive customer service culture and demonstrate an active commitment to the culture, vision and values of Council. 2. Comply with Council's Code of Conduct and all Council policies and procedures at all times.
3. Information Services and Technology	1. Protect and manage Council's information assets in accordance with legislative, Policy and process requirements. 2. Use Council's technology appropriately and with respect.
4. Disaster Management	1. Assist, support and participate in Council's response to a disaster event, including any exercises and/or any event where the Business Continuity Plan is activated.
5. Customer Service	1. Demonstrate a comprehensive understanding of the customers of Council, creating a culture of customer service excellence.
6. Financial Accountability and Governance	1. Models compliance with Council's procurement Policy. 2. Delegations may be applicable to this position and are detailed in the Delegations Corporate Register. 3. Legislative Sub-Delegations and authorisations may also be applicable.
7. Corporate record keeping	1. Ensure that full and accurate records are made for all business transactions conducted on behalf of Council and that all records are appropriately retained in accordance with Council's recordkeeping requirements.

Immunisation Requirements

It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment:

Vaccination Name	Requirement
Tetanus	Staff in job roles which have regular contact with manured soil, work outdoors or work with wood.
Twinrix (Hepatitis A and B)	For staff who are at risk of a needle-stick injury, have regular contact with human tissue, blood or body fluids and / or for staff who work with rural and remote Indigenous communities, child care, carers of people with disabilities, healthcare workers, plumbers or sewage workers.