

Position Description

POSITION TITLE		Waste Services Labourer			
REFERENCE/POSITION NUMBER		1119 (WAS082)			
DEPARTMENT		Infrastructure and Liveability			
ACCOUNTABLE TO		Waste Business Unit Coordinator			
SUPERVISOR		Property Services Team Leader			
DIRECTLY SUPERVISES		None			
INDIRECTLY SUPERVISES		None			
VOLUNTEERS SUPERVISED		None			
GRADE	4	STATUS	Permanent	TYPE	Full time
HOURS	38		LOCATION	Waste Deport	
MOBILE PHONE	No		VEHICLE	Operational use only	
APPLICABLE ALLOWANCES		Level 2 Adverse Working Conditions			
LAST UPDATED		13/03/2024			

OBJECTIVES

- To assist with the efficient and effective cleaning operations of Council Facilities, including public toilets.
- To assist with the efficient and effective Waste Services operations
- To ensure all public amenities are clean and well maintained
- To promote a happy and harmonious workplace environment

SELECTION CRITERIA

ESSENTIAL

- Demonstrated experience relevant to cleaning
- Current Class C drivers licence
- Demonstrated excellent customer service and communication skills
- Demonstrated ability to follow scope of works and instructions
- Demonstrated ability to work with limited supervision
- Basic numeracy, written and oral communication skills
- A good knowledge of relevant WH&S issues and appropriate risk prevention strategies

DESIRABLE

- Experience in the safe use of cleaning fluids, chemicals and equipment.
- A general knowledge of the functions and services provided by Council's workforce.
- Availability to work on public holidays and weekends as required.

ACCOUNTABILITIES

- Clean public amenities within the Kiama Municipality with the service schedule and standards.
- Carry out minor maintenance including bin cleaning, repairs and deliveries, graffiti removal and report all vandalism.
- Complete cleaning related reports as required.
- Carry out litter collections and street/footpath cleaning as required
- Assist with event service as required.
- Maintain cleaning product stock levels and report to the team leader to place order as required.
- Undertake maintenance duties at the Minnamurra and Gerroa Depots
- Note: *An employee may be directed to carry out such duties that are within the limits of the employees skills, competencies and training.*

CORPORATE RESPONSIBILITIES

All employees are required to adhere to and display council's corporate values:

- **RESPECT AND DIGNITY**
- **INTEGRITY**
- **INNOVATION**
- **TEAMWORK**
- **EXCELLENCE**

WORK, HEALTH, AND SAFETY AND EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES

In addition to the overall corporate responsibilities listed above and the statements below, you are required to perform your duties in accordance with this Position Description, Council's Code of Conduct, policies, and procedures.

- **Work Health and Safety (WHS)**
- **Certificates of Competency / Licences**
- **Injury Management**
- **Risk Management**
- **Equal Employment Opportunity (EEO)**

DELEGATIONS

FINANCIAL DELEGATION:	Nil
RESPONSIBILITY DELEGATION:	Act in accordance with Instrument of Delegation
NO OF CONTRACTS MANAGED:	None
ANNUAL VALUE OF CONTRACTS MANAGED:	None
CONTROL AND MANAGEMENT OF EXPENDITURE PER ANNUM:	No responsibility
BUDGET DEVELOPMENT:	None

CONDITIONS OF EMPLOYMENT

AWARD/AGREEMENT	Local Government (State) Award	
POLICIES:	Employees are to comply with Council's Code of Conduct and Council policies at all times.	
PRE-EMPLOYMENT REQUIREMENTS:	• Physical and mental capability to perform the inherent requirements of the position	
	• Proof of ability to legally work in Australia	
	• Pre-employment screening to Australian Standards in Employment Screening.	
	• Criminal record check	Yes
	• Pre-employment medical	Yes
	• Working with children check	No

I have read the above position description for my role; I accept the responsibility for achieving the above duties and understand that I am accountable for their achievement.

Employee Signature:

Date: