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| Position Description **Cleaner** |  |

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| **Department** |  **Infrastructure & Engineering Services** |
| **Location**  |  **Narromine** |
| **Classification** |  **Grade 4** |
| **Hours of Duty** | **Part-Time – 25 Hours per week****Split Shifts (Weekend work required)**  |
| **Remuneration** | **$32,084 to $36,296.00** |
| **Date of approval** |  **June 2021** |

# **Our Council**

Narromine Shire Council covers an area of 5264 km2 and has a population of approximately 6444 in the rural townships of Narromine, Trangie and Tomingley and the surrounding rural areas. Narromine is located 40km from the regional city of Dubbo.

The identities and values of Narromine Shire have been shaped by the culture of the Wiradjuri People, early farmers and by our strong aviation and sporting history. Today, the Shire has a significant farming-based industry that contributes nationally.

# **Our Values**

This position requires commitment to the Council’s values and behaviours being accountability; pride; teamwork; creativity and innovation; trust and respect; and communication.

# **Primary purpose of the position**

* To ensure Council’s facilities in Narromine are kept clean and to an acceptable hygienic level as set by Council.

# **Key challenges**

* Safe selection, use and storage of Chemicals and biological agents as required and in accordance with manufacturers recommendations.
* Safe handling and disposal of sharps and infectious waste

# **Key accountabilities**

Within the area of responsibility, this role is required to:

|  |  |
| --- | --- |
| **Functional Area** | **Key Accountabilities** |
| Operations | * Cleaning of Council facilities including Administration and Finance buildings, Works Depot, Library, Public Conveniences, Barbeques and community halls as required.
* Use of appropriate chemicals and Personal Protective Equipment when cleaning different areas.
* Maintain a clean and safe workplace
* Ability to plan and prioritise own work activities.
 |
| Other | * Other duties as requested by the supervisor/manager that are within the skills, capabilities and competencies of the employee.
 |
| Code of Conduct and Equal Employment Opportunity | Staff will, at all times, adhere to:* Council’s adopted Code of Conduct
* Council’s Equal Employment Opportunity Policy & Management Plan and Workplace Bullying & Procedures Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.
 |
| Work Health & Safety | All employees are responsible for the Work Health and Safety (WHS) for Narromine Shire Council and their duties include:* Complying with Council’s WHS policies and procedures
* Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
* Reporting any potential hazards, incidents or injuries to their Supervisor or People, Culture & Safety within 48 hours
* Participating in any WHS consultation arrangements
* Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
* Correctly using all personal protective equipment
* Complying with emergency and evacuation procedures and site rules if applicable
* The General Manager, Directors, Managers and Team Leaders have additional responsibilities as defined in the Narromine Shire Council Work Health and Safety Policy
 |

Key internal relationships

| Who | Why  |
| --- | --- |
| Internal |  |
| Manager Waste & Community Facilities | The Cleaner has an effective working relationship with the Manager Waste & Community Facilities and is responsive to requests providing timely and reliable outcomes to scheduled tasks |

# **Delegations of Authority**

• Nil

**Key dimensions**

**Reports to:**

Manager Waste & Community Facilities

**Direct reports:**

Nil

**Indirect reports**

Nil

**Budget (operating and capital expenditure)**

Nil

Essential requirements

Essential

* Class ‘C’ drivers licence
* General Construction Induction (CIC – White Card) NSW

**Desirable**

* Demonstrated knowledge of Sharps and Infectious Waste
* Experience in cleaning duties
* Experience in reading and interpreting the safe usage and storage of Chemicals and Cleaning Agents
* First Aid Certificate

Special Conditions

Nil

**Acknowledgement**

I have read and understood the contents of this position description and accept the following:

* This position description is not to be considered as a complete list of responsibilities and that other duties may be required consistent with my grade/classification from time to time.
* My position is dynamic and that continuing development, change and improvement of processes, practices, knowledge, skills, values and behaviours is expected by Narromine Shire Council.
* My position will develop over time and this position description will facilitate this development as a ‘living document’ that I will actively invest in.

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Signed Date

**Employee**

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Signed Date

**Supervisor**

Capabilities for the role

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

| Local Government Capability Framework |
| --- |
| **Capability Group** | **Capability Name** | **Level** |
| **Personal attributes** | **Manage Self** | **Foundational** |
| Display Resilience and Adaptability | Intermediate |
| Act with Integrity | Foundational |
| Demonstrate Accountability | Foundational |
| **Relationships** | Communicate and Engage | Foundational |
| **Community and Customer Focus** | **Foundational** |
| Work Collaboratively | Foundational |
| Influence and Negotiate | Foundational |
| **Results** | Plan and Prioritise | Foundational |
| Think and Solve Problems | Foundational |
| Create and Innovate | Foundational |
| **Deliver Results** | **Foundational** |
| **Resources** | Finance | Foundational |
| **Assets and Tools** | **Foundational** |
| Technology and Information | Foundational |
| Procurement and Contracts | Foundational |

# Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

| Local Government Capability Framework |
| --- |
| **Group and Capability** | **Level** | **Behavioural Indicators** |
| **Personal Attributes**Manage Self | Foundational | * Checks understanding of own role within the team
* Proactively seeks instruction and guidance
* Approaches work tasks with energy and enthusiasm
* Stays up to date with knowledge, training and accreditation in relevant skills areas
* Is willing to learn and apply new skills
* Learns from mistakes and the feedback of others
 |
| **Relationships**Community and Customer Focus | Foundational | * Shows awareness that he/she is working for the community
* Shows respect, courtesy and fairness when interacting with Customers and members of the community
* Listens and asks questions to understand customer/community needs
* Informs customers of progress and checks their needs are being met.
 |
| **Results**Deliver Results | Foundational | * Takes the initiative to progress work tasks
* Clarifies work required and timeframe available
* Identifies what information/ resources are needed to complete work tasks
* Checks own work for accuracy, quality and completeness
* Completes tasks under guidance, on time and to the required standard
 |
| **Resources**Assets and Tools | Foundational | * Uses core work tools and equipment effectively
* Takes care of work tools, equipment, accommodation and community assets
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