# POSITION: Team Member - Public Amenities

CLASSIFICATION: Band 1

EMPLOYMENT STATUS: Ongoing Part Time (0.6 EFT)

**THE ORGANISATION**

South Gippsland is a place like no other. We have a diverse community and economy set in a magnificent natural environment.  We serve our people with genuine well-meaning and strive always to deliver the best outcomes we can.

We are passionate about building and sustaining a great workplace, principled leadership, and providing great opportunities.  Our values are present in what we do and how we do it.  With a renewed focus on innovation and collaboration, valuing difference and a belief that teams can achieve amazing things, there is a lot to look forward to.

We want to genuinely make a difference to the lives of all those who touch our community, and be part of creating ‘a great place for us’.

**Click** [**HERE**](http://www.southgippsland.vic.gov.au/info/20004/your_council/189/organisational_structure) **to view Councils entire organisation chart**

**THE POSITION**

The department of Operationsis responsible for:

* Road maintenance
* Re-sheets and re-seals
* Road construction
* Private sealing service
* Emergency Management role relating to provision of plant
* Drainage and coastal management
* Parks and gardens maintenance, construction and tree maintenance
* Plant maintenance and replacement program
* Management of the Leongatha and Foster maintenance depots
* After hours maintenance response service
* Occupational Health & Safety

The key responsibilities of this role include –

* Ensure the Public Amenities and BBQ’s that are scheduled for cleaning are cleaned so they are clean, presentable and in functional condition inside and out*.*
* Keep all Public Toilets and BBQ areas that Council are responsible for clean, presentable and in functional condition inside and out.
* Attend to any minor maintenance within the Public Amenities

Please follow the links provided for further information on:

* South Gippsland Shire Council [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)
* South Gippsland region [www.visitpromcountry.com.au](http://www.visitpromcountry.com.au)
* Gippsland region [www.visitvictoria.com/Regions/Gippsland](http://www.visitvictoria.com/Regions/Gippsland)

To seek further information on this position, or to discuss this employment opportunity further, please contact Steve Missen on 5662-9100

**ROLE REQUIREMENTS AND RELATED COMPETENCIES**

**Judgement & Decision Making Judgement & Decision Making**

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| --- | --- |
| Accountability & Extent of Authority | |
| Band 1 (Generic) | Role Specific |
| * Specific guidelines * Routine Supervision * Utilising basic skills | * Responsible for performing cleaning and maintenance duties efficiently and effectively. * Tasks are allocated but employee is responsible for organising time and priority of tasks and deciding what level of cleanliness is required in accordance with daily scope of work. * Responsible for quality of work performed. * Responsible for maintaining Council Vehicle and Property. * Accountable for performing cleaning in an appropriate and safe manner. * Accountable to complete the requirements of the role, work as a valued member of the team, and do your best for the community and the Council. |
| Judgement & Decision Making | |
| Band 1 (Generic) | Role Specific |
| * Routine & clearly defined * Resolve minor problems | * Follow established guidelines and procedures. * Supervision and guidance for all matters is always available. * Ability to resolve minor problem related to immediate work tasks |
| Specialist Knowledge & Skills | |
| Band 1 (Generic) | Role Specific |
| * Light mechanical work * Vehicles up to 4.5 tonne GCM * Semi skilled work | * Safe and competent use of cleaning and maintenance equipment and cleaning chemicals. * Competence in ability to complete the daily scope of works as specified. * Ongoing development of skills and knowledge through attending professional development programs and taking a proactive approach to continually improving skills and abilities. |
| Management Skills | |
| Band 1 (Generic) | Role Specific |
| * Not Applicable | * Not Applicable |

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| Interpersonal Skills | |
| Band 1 (Generic) | Role Specific |
| * Basic communication skills, possibly written skills with clients & public | * Skills in oral communication. * Honest, trustworthy, reliable person(s) who acknowledges the need for cleanliness and attention to detail. * An ability to work as a team * The ability to work as an effective member of a team to maximise the effectiveness and efficiency of the team |
| Qualifications & Experience | |
| * A current manual Driver’s Licence. * An ability to perform cleaning and maintenance duties. * Previous cleaning experience | |
| Role Specific Selection Criteria | |
| * An ability to perform the cleaning and maintenance duties as per the daily scope of works, including as part of a rotating roster on weekends & public holidays. * An ability to work as a team * A current manual Driver’s Licence. * Previous cleaning experience * Honest, trustworthy, reliable person(s) who acknowledges the need for cleanliness and attention to detail. | |