

| POSITION DESCRIPTION  |   |
|---|---|
| <b>Title:</b>   | <b>Cleaning Supervisor</b>                  |
| <b>Group:</b>   | <b>Services</b>                             |
| <b>Reports to:</b>  | <b>Buildings Coordinator</b>                |
| <b>Grade:</b>   | <b>12</b>                                   |
| <b>Hours:</b>   | <b>38 hours per week – Monday to Sunday</b> |
| <b>Vehicle:</b>   | <b>To and from Work</b>                     |
| Position Purpose  |   |
| To supervise and undertake cleaning activities to contribute to the operation and maintenance of Council's assets.  |   |
| Qualifications and Experience   |   |
| <i>(Minimum required/essential for success in the job)</i>  |   |
| <p><b><u>Essential:</u></b></p> <ul style="list-style-type: none"> <li>• Certificate II in cleaning operations or equivalent</li> <li>• Demonstrated work performance and knowledge, skills and experience in cleaning assets associated with Local Government</li> <li>• Demonstrated experience in the management of staff performance and development</li> <li>• Well developed interpersonal and communication skills (written and oral) for effective liaison with work team, coordinator/manager, staff, public and external bodies, including negotiation, conflict resolution and decision making</li> <li>• Demonstrated experience in estimating, applying budgets, recording and reviewing actual costs of works</li> <li>• Demonstrated ability to develop, review, and implement work schedules and agreed levels of service</li> <li>• Ability and willing to work shift work, rostered overtime, weekends and public holidays.</li> <li>• Demonstrated experience in the safe use of cleaning industry chemicals</li> <li>• Sound understanding and commitment to WHS and statutory requirements, quality standards and management systems</li> <li>• Understanding of relevant practices and policies and legal and legislative requirements in this field</li> </ul> |   |

- Ability to use computers and mobile devices, particularly in the application of asset management software
- Experience in making suggestions for improvements to a quality management system or suggestions for other business improvements
- Physically capable to undertake task relevant to the position
- General Induction for Construction Work Certificate (White card)
- Current Class C driver's license

**Desirable:**

- Qualification in management, leadership or other relevant qualification
- Local Government Experience.
- Experience Microsoft Office suite of software and ability to adapt to new software packages

## Main Activities/Tasks

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

Council's assets under your control as well as work for external client in the most satisfactory state of repair in accordance with budget allocation by:

- Organise staff and resources associated with cleaning operations to provide the most efficient and cost effective environment.
- Organise and undertake the maintenance, repair, security and care of plant, equipment, tools and other Council assets assigned to or utilised by your team.
- Make safe and secure buildings and other assets
- Identify and report improvements and works in operations, maintenance requirements and other activities within area of responsibility and where required take immediate action.
- Manage rosters and works schedules within area of responsibility and participate in the planning for the cleaning team including working with and assisting the cleaning team as required.
- Management of budget and resources allocated to area of responsibility
- Estimate and review costs of works undertaken
- Monitor day to day performance against agreed quality, schedules and budgets. Provide written or electronic documentations of progress and variations to schedules and budgets.
- Continual review and implementation of schedules, plans and rosters to ensure effective use of labour, plant and materials
- Communicate with the community and internal customers regarding works undertaken by your team including complaints and requests

- Ensure accurate completion of staff and plant timesheets, dockets, leading hand reports, daily diary, daily/weekly checklists, accidents and incident reports and other organisational forms and reports as required.
- Ensure compliance with legislation and Council policy and procedure including Council's Code of Conduct, Procurement, Risk Management and other relevant policies and legislations
- Implement necessary action to locate and protect public utilities on work site
- Removal and disposal of dead animals
- Attend afterhours duty when required
- Work with minimal supervision and prioritise daily work activities within team.
- Physically undertake cleaning laboring activities throughout the city including the operation and maintenance of a Council vehicle.
- Provide operational, technical and strategic advice to coordinator
- Liaise with users of assets your team maintains
- Follow procedures required for the safe use of day to day cleaning industry chemicals using and following MSDS.

Demonstrate effective leadership by:

- Continuing development of an organisational culture consistent with the Council's Purpose Approach and Values
- Provide leadership and supervision for employees working within areas of responsibility.
- Managing the performance of your team and individuals in it including on the job training and assisting in performance reviews and recruitment when required.
- Induct staff and visitors and hold regular meetings with team to maintain effective, efficient and safe works
- Updating professional expertise and continually improve quality of advice provided

Work within and apply environmental and sustainability principles within area of responsibility

Assist in the operation and maintenance of the Works Depot

Perform other duties as required consistent with the objectives of the position

### **Work Health & Safety**

Comply with Council's WHS and other policies and procedures through

- Actively participate in a safe and healthy working culture.
- Monitor health and safety performance within area of responsibility.
- Demonstrate commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections, etc.
- Participate where required in resolution of safety issues.
- Initiate actions to improve health & safety within area of responsibility
- Ensure all employees are inducted and receive regular training as required to perform jobs safely

- Ensure safe working conditions are maintained
- Provide information, training and appropriate supervision to people in your area of responsibility to enable them to work safely
- Ensure Shellharbour City Council policies and procedures are communicated, understood and followed
- Ensure people within area of responsibility know hazards and risks associated with any operation and the method established to eliminate or control risks
- Ensure all incidents, hazards and near misses are reported and immediately followed up.

**Organisational Values**

- Apply and demonstrate the key organisational values – integrity, respect, service, adaptability, collaboration and safety