



## Cleaner

### POSITION DESCRIPTION

<b>Position Number:</b>	2979 & 2977	<b>Position Status:</b>	Permanent Full Time
<b>Portfolio:</b>	Communities and Environment	<b>Classification:</b>	QLGIA (Stream B) Level 3
<b>Business Unit:</b>	Environment and Facilities	<b>Reports To:</b>	Supervisor Facilities Services
<b>Team:</b>	Facilities Management	<b>Revised:</b>	March 2026

<b>Human Resource Delegation:</b>	Nil	<b>Financial Delegation:</b>	Nil
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#### **General Position Statement:**

This position supports Council's direction by providing a wide range of cleaning services to Council's Assets, buildings and public toilet amenities in a professional, efficient and confidential manner ensuring the development of good working relationships with all staff and the public.

#### **Specific Responsibilities:**

This position has the following responsibilities:

1. Carry out a variety of cleaning and maintenance duties each day as directed and as per Council's Cleaning Program and report the presence of vermin (mice, cockroaches, ants, spiders) to the Supervisor.
2. Work independently and as directed at various locations in the Livingstone region and ensure rooms and buildings, personal property and equipment is locked and secured.
3. Liaise with the Supervisor concerning purchasing/replacement of cleaning materials and equipment.
4. Report any security, safety, damage, vandalism concerns and building maintenance issues to the Supervisor.



5. Carry out general maintenance and cleaning tasks including ensuring the job van stocked and clean at all times for the purpose of safe and efficient delivery of people, materials and equipment to work sites as per Council's cleaning program.
6. Safely operate and maintain Council's assets and equipment including, but not limited, to vacuum cleaners, floor and steam cleaners and floor scrubbers.
7. Maintain clear and accurate records that support service delivery, transparency, and good governance.
8. Always act as a role model for Council's Values and Behaviours and display an elevated level of professional and ethical conduct.
9. Ensure a safe, healthy, and inclusive work environment by complying with workplace health and safety legislation, Council's WHS Responsibility Statements, and relevant policies and procedures and work instructions.
10. Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
11. Undertake other relevant duties as directed, consistent with skills, competence and training.

### **Position Requirements:**

#### **Skills/Competencies**

1. Working knowledge of and experience operating cleaning equipment and carrying out maintenance cleaning activities to high standard of hygiene and cleanliness of buildings, office spaces and public amenities.
2. Demonstrated skills and experience in the use of technical devices such as tablets, computers and mobile phones and Lone Worker Personal Safety devices.
3. Demonstrated ability to work effectively in a team and independently.
4. A sound level of numeracy and literacy skills to carry out cleaning activities and instructions for the application and storage of chemicals, materials and equipment.
5. Good communication (verbal and written) and interpersonal skills to communicate effectively with colleagues, employees, and with members of the public.

#### **Mandatory Qualifications, Licences and Experience**

1. Possess and maintain a current motor vehicle drivers licence.

#### **Actions**

1. **Values and Behaviours** – Behaviour aligned with Council's Values and Behaviours.
2. **Customer Service** – Focus on our customer/s needs.



3. **Code of Conduct** – Behaviour aligned with Council's Code of Conduct.
4. **Safety** – Carry out your duties in a safe manner.
5. **Project Management** – Commit to Council's Project Management ethos.
6. **Human Rights** – Respect, protect and promote human rights in your decision-making and actions.

### Physical Requirements

1. Ability to work in an outdoor and office environment.
2. Ability to legally operate a motor vehicle under a "C" Class Licence.
3. Ability to complete a satisfactory Functional Capacity Evaluation.
4. Must be available to work the on-call roster if required.
5. Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
6. Ability to be immunised against Hepatitis A&B and Tetanus.
7. Must be able to wear Council issued Personal Protective Equipment including safety boots.
8. During the course of normal duties the incumbent may be required to perform:
  - constant standing/walking;
  - stair climbing; climbing in and out of vehicles;
  - frequent forward reaching;
  - frequent hand function;
  - frequent static neck postures;
  - occasional forward bent postures;
  - carrying and handling items up to twenty (20) kilograms;
  - constant handling of equipment, tools and materials.

### *Delegations and Authorisations:*

Financial, Administrative and HRM Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Knowledge Library.





## TEAMWORK

- We are one Council, working seamlessly across the organisation to deliver the best outcomes for our community.
- We involve others to design solutions and inform decisions.
- We openly share knowledge and information.
- We care about each other and ask for, and accept, support when needed.
- We resolve issues and conflicting priorities in an open and constructive way.



## COMMUNITY

- We are one community and make decisions with our whole community in mind.
- We engage with and listen to our community to understand their needs.
- We support our community to develop resilience and sustainability.
- We effectively and efficiently deliver high quality products and services.
- We respond quickly and constructively.



## ACCOUNTABILITY

- We own our actions, successes and failures, and ensure we implement lessons learned.
- We take personal responsibility for everyone's safety.
- We manage and use Council's resources effectively and efficiently.
- We make and communicate decisions and rationale in a timely and inclusive manner and act with transparency.
- We are diligent in delivering on our commitments, and communicating issues early.



## POTENTIAL

- We focus on being the best we can be and in-turn inspire others.
- We will be open to change and will pursue opportunities.
- We will continually seek to improve how we do things and build upon each other's ideas.
- We make time to seek and provide feedback to support each other.
- We encourage and support innovation and initiative.



## POSITIVITY

- We inquire with curiosity, actively listen to others and are open to new perspectives.
- We approach issues looking for solutions.
- We remain calm and respectful when working through difficult situations.
- We focus on being open and adaptable.
- We invest in our physical and mental wellbeing.