



POSITION DESCRIPTION

Position Title	Assistant Public Facilities Cleaner - Casual
Position Code	1420
Business Unit	Infrastructure Services
Work Group	Public Facilities
Position Classification	Band 2
Effective Date	October 2021

Our Vision

The Rural City of Wangaratta prides itself on being a community that is connected, sustainable and contemporary. We provide our community with diverse opportunities to participate in the arts, sport and recreation, and in cultural events and programs to bring them together to connect and celebrate the great place in which we live. In this context we have a vision to build the best sports, aquatics and events precinct in regional Victoria – bringing significant social, recreational, health and economic benefits to our community. Our staff enjoy the regional lifestyle and the benefits of a community situated within a gourmet food and wine region, with a wide range of outdoor adventure activities, and serviced by excellent education and health facilities. We live in a place where good things grow.

Our Values

Our staff are our greatest asset. Our success comes from the everyday demonstration of our values, being:

- **Trust**, to have confidence in the character and competence of our work colleagues. □
- **Respect**, to acknowledge all people as individuals with inherent worth and value.
- **Openness**, where we are frank, honest and accountable in our dealings.
- **Fairness**, so we treat colleagues and customers fairly and consistently.
- **Excellence**, to contribute to outstanding services, systems and relationships.
- **Enjoyment**, so we obtain personal satisfaction from our work and display our enjoyment in the workplace.

1. Position Objectives

- To assist the senior public facilities cleaner, perform cleaning duties ensuring standards are met and amenities are kept neat, clean and tidy.

2. Working Relationships

Reports to	Supervisor Facilities & Maintenance
Supervisors	NA

3. Key Responsibilities

- Assist the senior public facilities cleaner to clean public amenities, in accordance with the Rural City of Wangaratta specifications and standards.
- Operate appropriate motorised cleaning equipment in accordance with manufacturer's specification.
- Maintain accurate work diary, timesheet, work and inspection records.

4. Core Physical Requirements

- Capacity to perform heavy manual cleaning and maintenance repair duties.
- Capacity to, on occasion, lift items unspecified in weight within individual limits from ground level.
- Capacity to bend the knees, step up and down from plant & equipment frequently.
- Capacity to kneel or squat for short periods.
- Capacity to walk on uneven surfaces.
- Capacity to work in an outdoor environment for varying periods of time.
- Capacity to drive a motor vehicle.

5. Accountability and Extent of Authority

- Accountable for assisting the senior public facilities cleaner to clean public amenities, in accordance with the Rural City of Wangaratta specifications and standards.
- Accountable for fulfilling obligations under the Occupational Health and Safety Act and Council's Occupational Health and Safety Policy.
- Authorised to take appropriate action to ensure the safety of staff, and members of the public.
- Accountable for maintaining an accurate work diary, timesheet, work and inspection records.

6. Judgement and Decision Making

- Tasks are undertaken using established procedures and are clearly defined within cleaning standards.
- Problem solving will require some originality in approach with solutions usually attributable to applications of previously encountered procedures and practices.
- Provision of assistance and advice will always be available.

7. Knowledge and Skills

Specialist Skills and Knowledge

- Ability to assist the public facilities cleaner in the safe and efficient cleaning of public amenities.
- Ability to assist with routine maintenance checks and minor repairs on Public conveniences.

Management Skills

- Ability to work with limited supervision.
- Ability to reach objectives within a time frame.
- Ability to effectively and efficiently utilise resources.

Interpersonal Skills

- Ability to understand and follow written and verbal instructions.
- Ability to communicate effectively.
- Ability to work cooperatively with other team members and general public.

8. Qualifications and Experience

- General knowledge of cleaning procedures for public amenities and the operation of cleaning equipment.
- Knowledge of bin maintenance and repair practices.

9. Key Selection Criteria

- Knowledge of cleaning procedures for public amenities and the operation of cleaning equipment.
- Ability to work cooperatively with other staff, customers and members of the public.
- Ability to work with limited supervision.
- Good communication skills with the ability to understand and follow written and verbal instructions
- Current Driver Licence.

Authorised by: Director –

Date:

Employee's Signature:

Date:
