



POSITION DESCRIPTION

Position Title	Facilities Cleaner
Position Code	7206
Directorate	Community & Infrastructure
Work Group	Field Services
Position Classification	Band 3 - Special
Effective Date	October 2024

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. 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

1.1 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
Supervises	N/A

3. Key Responsibilities

3.1 Assist the senior public facilities cleaner to clean public amenities, in accordance with the Rural City of Wangaratta specifications and standards.

3.2 Operate appropriate motorised cleaning equipment in accordance with manufacturer's specification.

3.3 Maintain accurate work diary, timesheet, work and inspection records.

4. Core Physical Requirements

4.1 Capacity to perform heavy manual cleaning and maintenance repair duties.

4.2 Capacity to, on occasion, lift items unspecified in weight within individual limits from ground level.

4.3 Capacity to bend the knees, step up and down from plant & equipment frequently.

4.4 Capacity to kneel or squat for short periods.

4.5 Capacity to walk on uneven surfaces.

4.6 Capacity to work in an outdoor environment for varying periods of time.

4.7 Capacity to drive a motor vehicle.

5. Accountability and Extent of Authority

5.1 Accountable for assisting the senior public facilities cleaner to clean public amenities, in accordance with the Rural City of Wangaratta specifications and standards.

5.2 Accountable for fulfilling obligations under the Occupational Health and Safety Act and Council's Occupational Health and Safety Policy.

5.3 Authorised to take appropriate action to ensure the safety of staff, and members of the public.

5.4 Accountable for maintaining an accurate work diary, timesheet, work and inspection records.

6. Judgement and Decision Making

6.1 Tasks are undertaken using established procedures and are clearly defined within cleaning standards.

6.2 Problem solving will require some originality in approach with solutions usually attributable to applications of previously encountered procedures and practices.

6.3 Provision of guidance and advice will always be available.

7. Knowledge and Skills

7.1 Specialist Skills and Knowledge

7.1.1 Ability to assist the public facilities cleaner in the safe and efficient cleaning of public amenities.

7.2 Management Skills

7.2.1 Ability to work with limited supervision.

7.2.2 Ability to reach objectives within a time frame.

7.2.3 Ability to effectively and efficiently utilise resources.

7.3 Interpersonal Skills

7.3.1 Ability to understand and follow written and verbal instructions.

7.3.2 Ability to communicate effectively.

7.3.3 Ability to work cooperatively with other team members.

8. Qualifications and Experience

8.1 General knowledge of cleaning procedures for public amenities and the operation of cleaning equipment.

9. Key Selection Criteria

- 9.1 Knowledge and awareness of safe work methods and Safe Operating Procedures.
- 9.2 Knowledge of cleaning procedures for public amenities and the operation of cleaning equipment.
- 9.3 Ability to work cooperatively with other staff and customers.
- 9.4 Ability to work with limited supervision.
- 9.5 Current Driver Licence.
- 9.6 Ability to work three of four weekends per month.

Authorised by: Director – Community & Infrastructure

Date:

Employee's Signature:

Date:
