



# ENERGISE YOUR CAREER

BE PART OF OUR WORLD



**POSITION  
DESCRIPTION**





# POSITION DESCRIPTION



<b>POSITION TITLE</b>	Cleaner	<b>CLASSIFICATION</b>	Level One (1)
<b>DIRECTORATE</b>	Engineering and Infrastructure	<b>AWARD STREAM</b>	Queensland Local Government Industry Award – State 2017 Award Stream B
<b>DEPARTMENT</b>	Corporate Properties and Fleet	<b>REPORTS TO</b>	Maintenance Officer East
<b>POSITION NO.</b>	57,623.00	<b>LAST REVIEW DATE</b>	August 2021

## A. DEPARTMENT SUMMARY:

The Corporate Properties and Fleet department ensures an integrated approach to internal services across the organisation. The Corporate Properties and Fleet department is responsible for Corporate Property Maintenance of Council facilities functions including operations of Council.

## B. POSITION SUMMARY:

The Cleaner position provides quality cleaning services of Council facilities.

## C. DUTIES:

### POSITION SPECIFIC ACCOUNTABILITIES / PERFORMANCE OBJECTIVES (INPUTS/OUTPUTS)

1. Undertake cleaning of Council offices, buildings, fatigue accommodation to the required standard.
2. Undertake occasional administrative/customer service support as required.
3. Report maintenance requirements to the Maintenance Officer East.
4. Workplace health and safety accountability.
5. Undertake any other duties as reasonably directed within the limits of the employee's skills, competence and training.

## D. KEY COMPETENCIES:

### Knowledge and skills

#### Essential

1. Commitment to ensuring personal safety and the safety of others.
2. Understanding of chemical and cleaning equipment usage is required.
3. Strong work ethic and a commitment to quality standards are required.

#### Experience

1. Demonstrated experience in cleaning service is required.
2. Demonstrated customer service experience is required.

#### Qualifications

1. Ability to pass a pre-employment functional assessment and/or behavioural testing.
2. The role requires the possession of a current C Class Open Australian Drivers Licence.

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## E. PHYSICAL DEMAND CATEGORY:

- Sedentary Work
- Light Duty - Frequent lifting / carrying of objects weighing up to 5kgs.
- Medium Work - Frequent lifting / carrying of objects weighing up to 10kgs.
- Heavy Work - Frequent lifting / carrying of objects weighing up to 25kgs or more.

## Audio-Visual Demands:

- Depth Perception
- Colour Discrimination
- Peripheral Vision
- Hearing (Avg)

## Specific Actions Required:

This job may include:

- | Standing/Walking                              | Sitting  | Driving                                       |
|---|--|---|
| <input type="checkbox"/> None                 | <input type="checkbox"/> None                  | <input type="checkbox"/> None                 |
| <input type="checkbox"/> Occasional           | <input checked="" type="checkbox"/> Occasional | <input type="checkbox"/> Occasional           |
| <input type="checkbox"/> 1 - 4 Hrs            | <input type="checkbox"/> 1 - 4 Hrs             | <input checked="" type="checkbox"/> 1 - 4 Hrs |
| <input checked="" type="checkbox"/> 4 - 6 Hrs | <input type="checkbox"/> 4 - 6 Hrs             | <input type="checkbox"/> 4 - 6 Hrs            |
| <input type="checkbox"/> 6 - 8 Hrs            | <input type="checkbox"/> 6 - 8 Hrs             | <input type="checkbox"/> 6 - 8 Hrs            |

## Work Environment:

- | Attribute:    | Yes                                 | No                                  |
|---------------|-------------------------------------|-------------------------------------|
| Chemicals     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Cold          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Dampness      | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Fumes/Gases   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Heat/Humidity | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Heights       | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Noise         | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

## Repetitive Motions:

- Simple Grasping
- Fine Manipulation
- Pushing & Pulling
- Finger Dexterity
- Foot Movement

## This Job Will Require:

- | Manoeuvre | Frequent                            | Occasional                          | None                     |
|-----------|-------------------------------------|-------------------------------------|--------------------------|
| Bending   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Squatting | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Climbing  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Twisting  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Reaching  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |

## F. DELEGATED AUTHORITY AND ACCOUNTABILITY (in accordance with the Delegated Authorities Register):

Delegations as detailed in Council's Delegation of Authority register.

## EXTENT OF AUTHORITY:

Position exercises a degree of autonomy and works under general direction with the freedom to act within established policies practices. The position must understand that their powers are limited to their delegated authority, and know and comply with any authority/obligation that comes with their powers.



## G. WORK HEALTH SAFETY, QUALITY AND ENVIRONMENTAL OBLIGATIONS:

### Workers and Others authorities and responsibilities include the following:

1. Take reasonable care for their own health and safety.
2. Ensure actions or omissions do not adversely affect the health and safety of others or the environment.
3. Comply with any and all policy, procedures and work instructions to ensure the requirements for health, safety, quality and environment are adhered to.
4. Comply with any reasonable instruction to comply with the Work Health and Safety Act Qld (2011).
5. Immediately notifying their Manager or Supervisor of any workplace hazard identified and rectify hazard if possible.
6. To participate in risk assessments utilising the 'Think ISAAC' risk model and ensure personal safety through the use of the personal risk assessments 'Take an Isaac Instant'.
7. To use personal protective equipment if the equipment particularly is provided by Council and you are instructed in its use.
8. Raise any non-conformances with their supervisor.
9. Ensure that you are fit for work at all times and are not adversely affected by either drugs or alcohol as specified in Councils 'Fitness for Work Policy'.
10. Participate in Councils rehabilitation and return to work processes as required.
11. Actively contribute to prevention of environmental harm, by compliance with any and all procedures.
12. Informing your supervisor as soon as possible of anything which may be harmful to the environment, for example, spills and leaks.
13. Consider and respond to internal and external customer needs in timely fashion.

### Equipment Operated

1. Computer, motor vehicle

## H. RESPONSIBILITIES:

### Corporate Responsibilities

#### Code of Conduct

1. Compliance with Council's Code of Conduct, management directives and policies and procedures, ensuring that behaviour and conduct;
  - a. is in line with the expectations of Council as specified in the Code of Conduct, and
  - b. decisions are made based on the principles of sound ethics and sound judgement.
2. Act at all times in line with the Principles as outlined in Council's Code of Conduct. Specifically;
  - a. Integrity and Impartiality
  - b. Promoting the Public Good
  - c. Commitment to the system of government
  - d. Accountability and transparency

#### Conflict of Interest

1. Employees of Council have specific obligations relating to conflict of interest and where there may be a conflict of interest with Council activities or there may be a detrimental effect on the performance of the employee, other employment or contracts will not be undertaken without prior written approval from the CEO.

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## Other

- Commitment to Council's Corporate Plan.
- Commitment to Equal Employment Opportunity, Diversity and Merit principles.
- Commitment to ensuring a workplace free from harassment and discrimination.
- Efficient and effective utilisation of resources as allocated under the level of responsibility for this position.

## I. GENERAL OBLIGATIONS:

1. This is a description of the job as it is at presently constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with direct reports and may involve a representative of Human Resources. You will, therefore, be expected to participate fully in such discussions. It is the organisation's aim to reach agreement to reasonable changes where identified.
2. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster or significant organisational crisis.
3. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.
4. All employees shall be required by the Council to obtain and to maintain the necessary registration and licences that such employee would normally be required to hold in order to fulfil their position.

## J. CERTIFICATION:

1. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

	EMPLOYEE	DEPARTMENT MANAGER
NAME		
SIGNATURE		
DATE		



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## WE ARE PURE PEOPLE POWER

### OUR VISION STATEMENT

HELPING TO ENERGISE THE WORLD.  
A REGION THAT FEEDS, POWERS  
AND BUILDS COMMUNITIES.

### OUR VALUES

#### PROFESSIONALISM

Accountability, openness,  
transparency and integrity.

#### CONTINUOUS IMPROVEMENT

A progressive and creative approach.

#### EXCELLENCE

Achieving the highest  
possible outcome.

#### PROCEDURAL CONSISTENCY

Consistent approach to business  
across the region.

#### CUSTOMER FOCUS

Identify and meet customers' needs in  
a responsive and equitable way.

#### TEAMWORK AND COORDINATION

Work together to achieve  
a common goal.

#### SAFETY AND WELLBEING

Committed to working safely and  
caring for each other's wellbeing.