



## Public Place Cleaner - West

**Section:** Community Services

**Salary point:** 5

**Position number:** PSC348

**Last updated:** May 2020

## Position objectives

To provide support and positively participate in a team which delivers quality cleaning, garbage services, minor maintenance services and other operational duties to ensure enjoyable, attractive and safe public places are maintained to a high standard.

## PSC values



**Respect:** Creating a unique, open and trusting environment

**Integrity:** Being honest and taking responsibility for our actions

**Teamwork:** Working together as one Council to support each other

**Excellence:** Improving the way we work, to meet future challenges

**Safety:** Providing a safety focused workplace culture

## Key responsibilities

- Undertake general cleaning of public place amenities and assist Team Leader when required
- Undertake minor maintenance repairs and improvement activities within work schedules including public infrastructure, building and structure maintenance
- Completes manual handling tasks and applies skills associated with public cleaning
- Attend and participate in toolbox discussions
- Ensure all duties undertaken are performed in accordance with established policies and procedures / documented safe systems of work, in a timely cost efficient and courteous manner, projecting a high level of customer service
- Participation in continuous improvement processes
- Report any unsafe work practices, conditions or situations to Team Leader or Supervisor

- Liasise with all colleagues, clients, general public and staff in a manner which encourages strong teamwork and enhances the presentation and customer service of the business unit
- Training other staff in areas of expertise
- Demonstrate conduct that promotes Council as a professional organisation

## Key accountabilities

- Assist in providing a cleaning service and maintenance to clients within the Port Stephens Local Government area including: CBD's, bus shelters, fish bins, garbage bins, toilets, gross pollutant traps, litter collection, graffiti removal and disposal and reporting of dead animals from the roadside. Repairing and reporting defects to public infrastructure to asset owners
- Follow agreed safe work method procedures and report all WH&S risk injuries and near miss incident

## Extent of authority

The job holder is accountable for following the instructions given by the delegated public place cleaning supervisor for completion of tasks, and works within Council's Policies and Procedures, as defined in the Local Government Act and other relevant legislation.

## Judgement and decision making

Decisions are generally made within the scope of established procedures and guidelines or in consultation with the Team Leader.

Whilst the tasks are generally not repetitive, requirements are strongly dictated by physical workflow and problems are generally solved by applying the appropriate established practice.

## Skills, knowledge and capacity

### Organisational

- Demonstrated commitment to a customer service culture and delivery of quality service
- Commitment to learning & understanding of the Australian Business Excellence philosophy
- Conduct that demonstrates Council's commitments to Respect, Integrity, Teamwork, Excellence and Safety
- Ensure that all documentation is completed on time and to required standards

### Interpersonal

- Demonstrated ability to work as part of a strong team environment
- Demonstrated ability to use initiative, self-motivation, enthusiasm and ability to work unsupervised
- Actively participate in Public Place Cleaning Risk assessments and other WHS initiatives

### Qualifications and experience

- Sound commercial or housekeeping cleaning experience using safe manual handling techniques, grounds and maintenance experience

- Demonstrated safe operation of small plant items such as: water blasters, sweepers, blowers, mowers, whipper snippers, hedgers
- Appropriate literacy and numeracy skills to allow comprehension of worksite documentation such as work method statements and quantity calculations
- Ability to perform assigned tasks in accordance with WHS requirements and agreed procedures within designated timeframes
- Availability to work outside of core hours (i.e. early start)
- Current Class C Drivers Licence
- Possess or ability to obtain LR Licence

## Capability Framework level: Foundational

Personal attributes	Relationships	Results	Resources
<ul style="list-style-type: none"> <li>• Manage self</li> <li>• Displays resilience and adaptability</li> <li>• Act with integrity</li> <li>• Demonstrate accountability</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate and engage</li> <li>• Community and customer focus</li> <li>• Work collaboratively</li> <li>• Influence and negotiate</li> </ul>	<ul style="list-style-type: none"> <li>• Plan and prioritise</li> <li>• Think and solve problems</li> <li>• Create and innovate</li> <li>• Deliver results</li> </ul>	<ul style="list-style-type: none"> <li>• Finance</li> <li>• Assets and tools</li> <li>• Technology and information</li> <li>• Procurement and contracts</li> </ul>

## Position description approval

Employee

Date