Bland Shire Council
Serving our community

Position Description
Cleaner and Relief Regulatory Officer

Directorate	Technical Services
Location	Bland Shire Depot, Chauvel Street, West Wyalong
Classification/Grade/Band	Grade 5
Position Code	2316 – 38 Hour week
Date Position approved	19 May 2023

Primary purpose of the position

Provide high level and efficient cleaning services across Councils facilities and amenities so that all furnishings and fittings are presented to the public in a clean, tidy and neat state. Also provision of relief Ranger duties to assist in the compliance with Companion Animals Act.

Key accountabilities

Within the area of responsibility, this role is required to:
- Detailed cleaning of Council's buildings, facilities and amenities providing clean and hygienic environment for community.
- Assist with Animal and Regulatory duties as required.
- Respond to enquiries from internal and external customers promptly and professionally
- Assist in the operation and maintenance of Council's Pound in accordance with the Companion Animals Act and associated regulations
- Assist in the enforcement of the requirements of the Impounding Act
- Clean public toilet facilities in the Bland Shire, including Shire villages, to a high standard of cleanliness.
- Operate cleaning equipment in accordance with Council's requirements and manufacturer's instructions.
- Monitor supplies and advise Purchasing Officer when supplies are required enhancing service delivery.
- Plan and coordinate own work schedule and work flexible hours to meet agreed outcomes.
- Ensure that all vehicles, plant, and equipment are operated and maintained in an effective and efficient manner and in compliance with relevant regulations and policies / procedures.
- Carry out other duties that are within the limits of the employee's skill, competence and training.

WHS Responsibilities:

- Read and comply with all WHS policies and procedures in relation to your WHS roles and responsibilities
- Immediately report all hazards and incidents, following the appropriate processes

- Work in a manner that will not endanger yourself or any other person.
- Assist new employees in the use of proper work practices and procedures.
- Use personal protective equipment clothing or equipment (PPE) provided as instructed by your supervisor and report any defective or damaged PPE.
- Not attempt any task unless you are capable and competent to carry out the task.
- Participate in rehabilitation and return to work programs if required
- Comply with Corporate record keeping requirements.

Key internal relationships

Who	Why
Building Maintenance Officer	Liaise to clarify tasks and priorities Manage and escalate issues as appropriate
Ranger	Liaise to clarify tasks and priorities Manage and escalate issues as appropriate
Team members	Negotiate task priorities Ensure safety and quality standards are met

Key external relationships

Who	Why
Community	Maintain a friendly, professional and positive council presence Ensure public safety at all times

Selection requirements

Criteria:

Essential Criteria:

Demonstrated experience in providing high quality commercial cleaning and/or cleaning of public amenities.

Class "C" drivers licence.

NSW Construction Induction "White" Card.

Current Police Check.

Highly Desirable Criteria:

Firearms Licence or willingness/ability to acquire.

WHS and EEO

Demonstrated knowledge and understanding of EEO and Work Health and Safety policies and procedures.

Key Physical Requirements *(Key = Occasional 1-33%, Frequent 34-66%, Constant 67-100%)*	
Constant standing	Constant reaching waist level/below waist level
Constant walking	Occasional trunk rotation
Rarely sitting	Constant repetitive forearm, hand and finger movements
Frequent bending/stooping	
Frequent squatting/crouching	Constant manual dexterity and handling
Frequent kneeling	Occasional reaching overhead

Immunisation Requirements

This position has been identified by Bland Shire Council's Work Health and Safety Committee as being at high risk of coming into contact with potential sources of infection as part of the normal duties. Therefore, under Council's Staff Vaccination Policy it is required as a condition of employment that position holders are immunised against Hepatitis A and B to protect them against possible exposure to these viruses. This process must be initiated within 1 month of employment with immunity gained within 6 months of employment to retain the position.

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at https://www.lgnsw.org.au/capability

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	**Capability Name**	**Level**
Personal attributes	Manage Self	Foundational
	Display Resilience and Adaptability	Foundational
	Act with Integrity	Foundational
	Demonstrate Accountability	**Intermediate**
Relationships	Communicate and Engage	Foundational
	Community and Customer Focus	**Intermediate**
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	Deliver Results	**Foundational**
Resources	Finance	Foundational
	Assets and Tools	**Foundational**
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

Core Capabilities

- Demonstrate Accountability: Take responsibility for own actions, commit to safety, and act in line with legislation and policy
- Community and Customer Service: Commit to delivering customer and community focused service in line with strategic objectives
- Deliver Results: Achieve results through efficient use of resources and a commitment to quality outcomes
- Assets and Tools: Use, allocate and maintain work tools appropriately and manage community assets responsibly