

POSITION DESCRIPTION		
	Position Title:	Officer Facilities Cleansing
	Position Number:	P01096
	Directorate:	SCS
	Service:	Property & Fleet Maintenance
	Location:	South St Depot & throughout the LGA
	Date Created/Updated	6 February 2024
	Position Band:	Salary Band 1

POSITION PURPOSE/OBJECTIVE

To ensure that nominated Council amenities, bus shelters and various other facilities available to the public are maintained in a clean hygienic and tidy condition and to ensure they are opened and closed as per the schedule.

Maintain and develop the public perception of ongoing Council services.

RELATIONSHIPS

Reports to: (Position Title):	Team Leader Facilities Cleansing
Report to: (Position Number)	P01142
Staff Responsibility:	Nil
Key Internal Relationships:	Other BMCC Staff, team members within the cleansing service
Key External Relationships:	Nil

KEY RESPONSIBILITIES

- Contribute to help Council deliver its sustainability goals.
- Undertake cleansing duties including cleaning of public toilets, bus shelters, amenities blocks and other public facilities as directed by the supervisor.
- Ensure all cleaning undertaken is performed to a high standard of quality and presentation.
- Carry out high pressure water cleaning of amenities blocks public toilets and bus shelters in accordance with work schedule and other structures including but not limited to street furniture as directed by the supervisor.
- Remove minor graffiti and foreign substance from buildings and surfaces as directed by the supervisor.

- Complete reports and run sheets relevant to the position and maintain an inventory of all chemicals and products utilised including safety data sheets (SDS)
- Maintain a stock of consumables required for the continued satisfactory operation of the respective sites.
- In conjunction with cleansing duties undertake litter collection around nominated public toilets, amenities block, bus shelters and other nominated areas to maintain areas in a clean and tidy state.
- Report any vandalism and malfunction of all building fixtures, fittings and services to the supervisor.
- Maintain supplied vehicle in a clean and hygienic condition and report all equipment maintenance issues to the supervisor.
- Undertake opening and closing of toilet facilities.
- Maintain an awareness of new cleaning methods and materials.
- Provide feedback on service levels and maintenance requirements.
- Wear uniform / clothing supplied by BMCC as well as required safety clothing and equipment appropriate to the task being undertaken.
- Ensure awareness and compliance with all of Blue Mountain City Councils policies and procedures. Review and update all work procedures as directed and report on system failures.
- Participate in Council training and review and provide feedback on work methods to achieve best practice.

Guiding Principles

- We act as one organisation responding to the changing needs of our LGA and community
- We are strategy led, driven by our Community Strategic Plan with clear priorities and focus
- We are service focused ` we continuously improve service provision and provide excellent customer service
- We collaborate and work together to achieve our outcomes
- We ensure safety and well-being is at the centre of our organisation, operations and culture
- We are a financially sustainable organisation, living within our means, ensuring best value resource allocation

These Guidelines complement the Council's adopted Values of: Work Together; Work Safe Home safe; Service Excellence; Value for Money; Trust and Respect; and, Supporting Community

Workplace Health & Safety

Ensure compliance with WHS obligations and responsibilities as outlined in Councils policies and procedures and under the relevant WHS legislation. These include but are not limited to: identifying potentially unsafe situations or work practices and notifying your Supervisor or Manager (or the Health, Safety Manager/Area Safety Representative); never performing a task that you believe is dangerous or for which you do not have the experience, or have not received appropriate instructions and training or where the correct equipment to carry out the task safely is not available; always work in a safe manner and in accordance with safety instructions, where applicable; use the work equipment supplied for the job, in accordance with the manufacturer's instructions), and any personal protective equipment, which the Council deems necessary and has provided; be safety

aware and report any actions to your line manager which will assist the Council to meet its legal workplace health and safety obligations.

You have the right to cease or direct cessation of unsafe work. In addition you are required at all times to comply with Councils Asbestos Management Plan and Policy.

Compliance & Risk

You will be required to undertake team-based risk assessments and pre starts on site to identify, control and escalate risks to the Team Leader or Coordinator.

COMMUNICATION

This position is part of a small team where communication and co-operation within the team is essential to carry out the duties of the position.

Clear verbal and written communication skills are required to ensure information is relayed and documented to supervisors.

JUDGEMENT & PROBLEM SOLVING

The position follows set procedures and schedules, as set out by the appropriate level of supervision, and works to an established operational program. Areas or situations that arise from unforeseen circumstances require direct communication to supervisors or team leaders. This position requires forward planning to ensure that levels of consumables and materials are always available.

AUTHORITY

This is not applicable.

SKILL, EXPERIENCE, QUALIFICATIONS & BEHAVIOURAL COMPETENCIES

ESSENTIAL

- Have proven experience in cleaning public toilet amenities, knowledge of methods and procedures, including and high pressure cleansing.
- Ability to work both unsupervised and in a team environment.
- Be able to interpret and follow cleansing schedules.
- Ability to work unsupervised
- Availability to work split shift roster, weekends and public holidays
- Be readily adaptable to change, including travelling to a variety of work locations.
- Have knowledge of, and a commitment to, Occupational Health & Safety and Equal Employment Opportunity principles.
- Proven ability to communicate effectively with others and participate in team discussions
- Maintain an awareness of chemicals and their use and be able to use and understand a Material Safety Data Sheets.
- Must have a current Australian drivers license.
 - Ability to utilise technology to enter data into web based browsers
 - Willingness to continue learning and take part of organisational training

- Current First Aid Certificate

BMCC POSITIONAL PHYSICAL DEMANDS ANALYSIS

*NOTE: to be completed with the Recruitment Requisition form by the requesting Manager/ Supervisor.
Please contact the WH&S Officer if assistance is required in completing this form.*

Position:	Officer Building Cleansing		
Responsible Manager/ Supervisor:	Sharyn Pole – Coordinator Cleansing Services		
Signature:		Signature:	

Complete the physical requirements and working condition sections of the table below based on an employees average daily exposure to the tasks listed. Ratings as follows:	Exposure Level		Rating
	No Exposure		0
	Low Exposure (0 – 2hrs daily)		1
	Medium Exposure (2 – 4hrs daily)		2
	High Exposure (4 – 8hrs daily)		3

PHYSICAL REQUIREMENTS							
Heavy Manual Tasks	2	Pushing loads > 5kgs	2	Frequent bending/ stooping	2	Sitting for extended periods	0
Light Manual Tasks	2	Pulling loads >5kgs	2	Repetitive Lifting	1	Standing for extended periods	2
Trunk Twisting	2	Extend arms for reaching	1	Elevating arms above shoulder height	1	Kneeling for extended periods	1
Climbing to access/ exit excavations	0	Throwing	0	Walking on uneven ground	1	Walking for extended periods	2
Balancing	1	Crawling	0	Hearing above background noise	0	Depth Perception	0
Colour Vision	1	Fine Manipulation	0	Shoveling/Digging	0		
WORKING CONDITIONS							
PHYSICAL							
Inside Work	2	Outside Work	1	High Temperatures > 38deg	0	Low Temperatures < 3 deg	0
Operating Machinery	1	Working Near Machinery	2	Working at Heights	0	Noisy Work Areas	0
Vibration	1	Confined Spaces	0	Prolonged Driving (periods > 2hours)	0	Working Alone	3
Overhead Work	0	Use of computer for screen-based activities.	1	Prolonged Sitting (periods > 1hour)	0	Prolonged Standing (periods > 1 hour)	0
CHEMICALS				BIOLOGICAL			
Dusts	2	Liquids	1	Pesticide Spraying	0	Herbicide Spraying	0
Working with Solvents	2	Mists / Fumes	0	Possible exposure to Hepatitis A, B, C	0	Possible exposure to Tetanus	1
Gases/ Vapours	0	Odours	1	BIOMECHANICAL			
				Repetitiveness	2	Fatigue	1
ASBESTOS							
Asbestos Awareness		✓	None of the below				
Class B Asbestos Removal			Asbestos Removal and Supervision		Asbestos Assessor		
USE OF PERSONAL PROTECTIVE EQUIPMENT							
Safety Boots/ Shoes	Yes	Dust Mask/ Respirator	Yes	Protective Eyewear	Yes	Ear plugs/Muffs	Yes
						Hard Hat	No
Provide a brief description of the job requirements:							