

Position Description

Cleaner



Department	Infrastructure & Engineering Services
Location	Narromine
Classification	Grade 4
Status	Full time
Hours	38 hrs p/w - Outdoors
Date of approval	May 2025

Our Council

Narromine Shire Council covers an area of 5264 km² and has a population of approximately 6444 in the rural townships of Narromine, Trangie and Tomingley and the surrounding rural areas. Narromine is located 40km from the regional city of Dubbo.

The identities and values of Narromine Shire have been shaped by the culture of the Wiradjuri People, early farmers and by our strong aviation and sporting history. Today, the Shire has a significant farming-based industry that contributes nationally.

Our Values

This position requires commitment to the Council's values and behaviours being accountability; pride; teamwork; creativity and innovation; trust and respect; and communication.

Primary purpose of the position

- To ensure Council's facilities in Narromine Shire are kept clean and to an acceptable hygienic level as set by Council.

Key challenges

- Safe selection, use and storage of Chemicals and biological agents as required and in accordance with manufacturers recommendations.
- Safe handling and disposal of sharps and infectious waste

Key accountabilities

Within the area of responsibility, this role is required to:

Functional Area	Key Accountabilities
Operations	• Cleaning of Council facilities including (but not limited to) Administration and Finance buildings, Works Depot, Library, Public Conveniences, Barbeques and community halls as required. • Use of appropriate chemicals and Personal Protective Equipment when cleaning different areas. • Maintain a clean and safe workplace • Ability to plan and prioritise own work activities.
Other	• Other duties as requested by the supervisor/manager that are within the skills, capabilities and competencies of the employee.
Code of Conduct and Equal Employment Opportunity	• Employees will, at all times, adhere to: • Council's adopted Code of Conduct • Council's Equal Employment Opportunity Policy & Management Plan. • Council's Workplace Bullying & Procedures Policy.
Work Health & Safety and Risk Management Responsibilities.	• All employees are responsible for Work Health and Safety (WHS) and their duties include: • Complying with Council's WHS policies and procedures • Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others. • Reporting any potential hazards, incidents or injuries to their supervisor or the WH&S Co-ordinator within 48 hours • Participating in any WHS consultation arrangements • Complying with any Return-to-Work Plan if injured and supporting rehabilitation in the workplace. • Correctly using all personal protective equipment • Complying with emergency and evacuation procedures and site rules if applicable

Key relationships

Who	Why
Internal	
Manager Waste & Community Facilities	The Cleaner has an effective working relationship with the Manager Waste & Community Facilities and is responsive to requests providing timely and reliable outcomes to scheduled tasks

Delegations of Authority

Nil

Key dimensions

Reports to:

Manager Waste & Community Facilities

Direct reports:

Nil

Indirect reports

Nil

Budget (operating and capital expenditure)

Nil

Inherent Requirements of the Position

- Promote the image of Council as courteous, responsive, and efficient.
- Willingness to undertake further training as required.
- This position is required to wear appropriate personal protective clothing, including an approved NSC uniform at all times.
- The position is required to work outdoors and thus a reasonable level of fitness and good manual handling technique is required.
- Commitment to safety
- Ability to follow instructions.
- Ability to work within a team environment.
- Ability to lift, move, handle and stack a wide range of materials.
- This position is required to complete a Pre-Employment Medical Assessment.
- Participate on Council's after hours On-Call Roster when required.
- This position may require work on weekends and public holidays. Appropriate penalty rates per the current award will be applied accordingly.

Selection Criteria

Essential

- Class 'C' drivers licence
- General Construction Induction (CIC – White Card) NSW

Desirable

- Demonstrated knowledge of Sharps and Infectious Waste
- Experience in cleaning duties
- Experience in reading and interpreting the safe usage and storage of Chemicals and Cleaning Agents
- First Aid Certificate

Special Conditions

- Nil

Acknowledgement

I have read and understood the contents of this position description and accept the following:

- This position description is not to be considered as a complete list of responsibilities and that other duties may be required consistent with my grade/classification from time to time.
- My position is dynamic and that continuing development, change and improvement of processes, practices, knowledge, skills, values and behaviours is expected by Narromine Shire Council.
- My position will develop over time and this position description will facilitate this development as a 'living document' that I will actively invest in.

Signed

Date

Employee

Signed

Date

Supervisor

Position Description: Cleaner – Full Time

Capabilities for the role

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	Foundational
 Relationships	Communicate and Engage	Foundational
	Community and Customer Focus	Foundational
	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

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Foundational	• Checks understanding of own role within the team • Proactively seeks instruction and guidance • Approaches work tasks with energy and enthusiasm • Stays up to date with knowledge, training and accreditation in relevant skills areas • Is willing to learn and apply new skills • Learns from mistakes and the feedback of others
Relationships Community and Customer Focus	Foundational	• Shows awareness that he/she is working for the community • Shows respect, courtesy and fairness when interacting with Customers and members of the community • Listens and asks questions to understand customer/community needs • Informs customers of progress and checks their needs are being met.
Results Deliver Results	Foundational	• Takes the initiative to progress work tasks • Clarifies work required and timeframe available • Identifies what information/ resources are needed to complete work tasks • Checks own work for accuracy, quality and completeness • Completes tasks under guidance, on time and to the required standard
Resources Assets and Tools	Foundational	• Uses core work tools and equipment effectively • Takes care of work tools, equipment, accommodation and community assets