



SOUTH GIPPSLAND SHIRE COUNCIL

POSITION DESCRIPTION

POSITION:	Public Amenities Team Member
DIRECTORATE:	Sustainable Communities and Infrastructure
DEPARTMENT:	Operations
CLASSIFICATION:	Band 1 + 25% Special Loading
RESPONSIBLE TO:	Parks & Gardens Coordinator
EMPLOYMENT STATUS:	Ongoing Part time
CURRENT OCCUPANT:	Vacant
DATE:	May 2016

ORGANISATION OVERVIEW

South Gippsland is a place like no other. We have a diverse community and economy set in a magnificent natural environment. We serve our people with genuine well-meaning and strive always to deliver the best outcomes we can.

We are passionate about building and sustaining a great workplace, principled leadership, and providing great opportunities. Our values are present in what we do and how we do it. With a renewed focus on innovation and collaboration, valuing difference and a belief that teams can achieve amazing things, there is a lot to look forward to.

We want to genuinely make a difference to the lives of all those who touch our community, and be part of creating 'a great place for us'.

DEPARTMENT

The department of Operations is responsible for:

- Road maintenance
- Re-sheets and re-seals
- Road construction
- Private sealing service
- Emergency Management role relating to provision of plant
- Drainage and coastal management
- Parks and gardens maintenance, construction and tree maintenance
- Plant maintenance and replacement program



- Management of the Leongatha and Foster maintenance depots
- After hours maintenance response service
- Occupational Health & Safety

ORGANISATIONAL RELATIONSHIPS:

Reports to:

- Public Amenities Team Leader

Key Internal Relationships:

- Depot Office
- Leongatha & Foster Operation Team Members
- Workshop team
- Apprentices

Key External Relationships:

- Contractors
- Residents
- Visitors
- Facility users

1. POSITION PURPOSE

- Ensure the Public Amenities and BBQ's that are scheduled for cleaning are cleaned so they are clean, presentable and in functional condition inside and out.

2. KEY RESPONSIBILITIES

- Keep all Public Toilets and BBQ areas that Council are responsible for clean, presentable and in functional condition inside and out.
- Attend to any minor maintenance within the Public Amenities

3. ACCOUNTABILITY AND EXTENT OF AUTHORITY

The position is authorised to/responsible for the following: -

- Responsible for performing cleaning and maintenance duties efficiently and effectively.



- Tasks are allocated but employee is responsible for organising time and priority of tasks and deciding what level of cleanliness is required in accordance with daily scope of work.
- Responsible for quality of work performed.
- Responsible for maintaining Council Vehicle and Property.
- Accountable for performing cleaning in an appropriate and safe manner.
- Authority to work with public in prioritising and setting tasks to be completed
- Authority to decline usage of faulty equipment or undertake hazardous tasks
- Accountable to act in accordance with Council's policies and procedures. Where you do not know, you are obligated to find out.
- Accountable to complete the requirements of the role, work as a valued member of the team, and do your best for the community and the Council.
- Demonstrate commitment to support and embrace a continuous improvement environment and culture within the organisation.
- Accountable to demonstrate and encourage appropriate safety practices, report inappropriate behaviours and incidents, participate in training provided, improve work practices to reduce risk.

4. JUDGEMENT AND DECISION MAKING SKILLS

Judgement and decision making will be within the ambit of the following:

- Follow established guidelines and procedures.
- Supervision and guidance for all matters is always available.
- Ability to resolve minor problem related to immediate work tasks

5. SPECIALIST SKILLS AND KNOWLEDGE

The skills and knowledge required to perform the duties of the position include:

- Safe and competent use of cleaning and maintenance equipment and cleaning chemicals.



- Competence in ability to complete the daily scope of works as specified.
- Ongoing development of skills and knowledge through attending professional development programs and taking a proactive approach to continually improving skills and abilities.

6. MANAGEMENT SKILLS

The required management skills include:

- NA

7. INTERPERSONAL SKILLS

Interpersonal skills include:

- Skills in oral communication.
- Honest, trustworthy, reliable person(s) who acknowledges the need for cleanliness and attention to detail.
- An ability to work as a team
- The ability to work as an effective member of a team to maximise the effectiveness and efficiency of the team

8. QUALIFICATIONS AND EXPERIENCE

The qualifications and experience required for the position include:

- A current Victorian Driver's Licence.
- An ability to perform cleaning and maintenance duties.
- Previous cleaning experience

9. SELECTION CRITERIA

- An ability to perform the cleaning and maintenance duties as per the daily scope of works.
- An ability to work as a team.
- A current Victorian Driver's Licence.



- Previous cleaning experience
- Honest, trustworthy, reliable person(s) who acknowledges the need for cleanliness and attention to detail.

10. PRE EMPLOYMENT CHECKS

- Applicants may be required to complete a police check if progressing to the next selection stage.
- Applicants may be required to undergo a pre-employment medical examination if progressing to the next selection stage.
- Applicants may be required to undergo an Integrity/Psychometric assessment if progressing to the next selection stage.

Acceptance of the Position – Successful Candidate to Complete	
Agreement:	
I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the general Terms and Conditions of Employment and I agree to the terms and conditions.	
Name (Please print):	
Signature:	Date: