

<b>Position Title:</b>	Cleaner
<b>Business Unit:</b>	Finance and Administration
<b>Location:</b>	Predominantly 70 Wotton Street, Wiluna WA 6646 however other locations within the Shire of Wiluna where such requirement is necessary for effective performance of the duties
<b>Reports To:</b>	Finance and Administration Coordinator
<b>Supervises/Manages:</b>	Nil
<b>Employment Status:</b>	Full Time 38 Hours per week
<b>Award Classification:</b>	Level 2 in accordance with Shire of Wiluna Salary Matrix
<b>Salary:</b>	\$63,970 plus the Wiluna Allowance of \$12,679 per annum (subject to residing and working in Wiluna), plus any applicable allowances (excluding the Location Allowance and Industry Allowance) as per the <i>Municipal Employees (Western Australia) Award 2021</i>
<b>Superannuation:</b>	11.5% Superannuation Guarantee or the percentage applicable as per the <i>Superannuation Guarantee (Administration) Act 1992</i>
<b>Housing Provision:</b>	Provided by the Shire at no cost other than electricity that will be on charged – can be fully furnished if required. For those without a family, single persons accommodation can be provided.
<b>Vehicle Provision:</b>	No. A Cleaner's Van is available for use during work hours.
<b>Probation Period:</b>	6 Months
<b>Police check required:</b>	Yes
<b>Working with children check required:</b>	No
<b>Pre-employment medical required:</b>	Yes

## Position Objective

The purpose of this position is to provide cleaning, servicing and minor maintenance to Shire buildings including the Administration Office, Motel Rooms, Caravan Park Rooms and Facilities, Youth Centre and Pavillion, Discovery Centre and Art Gallery,



Depot, Airport, vacant staff accommodation (as directed) and the Shire's public conveniences situated in parks, sporting fields and other public buildings to a high standard and to the satisfaction of management.

The role encompasses minor maintenance of facilities and stock control including advising the Coordinator of specific supplies that need to be ordered to complete the cleaning and maintenance of the facilities as required.

### Key Responsibilities and Duties

Key Area	Responsibilities and Duties
Cleaning and servicing	Clean on a roster basis all of the Shire office buildings to a high standard and to the satisfaction of management.
	Clean on a roster basis each of the Shire's public conveniences situated in parks, sporting fields and other buildings to a high standard and to the satisfaction of management.
	Clean as required, Shire-owned houses, after, or before the commencement of a Tenancy.
	Ensure that buildings remain tidy and that all furniture and equipment is appropriately stored after use.
	Clean offices and facilities as per checklists.
	Replace toilet paper, replenish soap units, as appropriate to the facility.
	Ensure needle dispensers are left in a safe manner and emptied on a regular basis.
	Report any prolonged closures to the appropriate team so they can respond to public enquiries.
Maintenance	Carry out minor maintenance as required which may include damage to doors or toilet paper dispensers etc.
	Report other maintenance requirements to the appropriate business unit for subsequent action.
	Ensure that the cleaning vehicle is maintained and serviced at the relevant times.



Stock Control	Order and maintain a stock of cleaning supplies and materials to be kept in the cleaning van, and/or storage facility, sufficient to service each of the facilities as per the roster.
Safety	Ensure that equipment is used according to the manufacturers specifications.
	Use appropriate signage when a facility is closed or undergoing cleaning.
	Ensure that each chemical has an appropriate Material Safety Data Sheet (MSDS).
Supervision of Premises	Open and close facilities at times appropriate to the operating hours and secure the premises when the building or facility is not in use.
	Retain custody of the keys to the buildings and where applicable ensure that keys are signed out appropriately.
Training	Attend relevant functions, meetings, workshops, seminars and training courses as directed.
General	Carry out deliveries to the various Shire depots/offices when required.
	Other duties as directed by senior staff relevant to the position and level.
	Develop and maintain positive working relationships with other internal business units, contractors and other relevant stakeholders.
	Participate in and support a culture of positive change, quality and customer service within the organisation.
	Act in accordance with Shire and Management Policies, relevant legislation and the Shire's Staff Code of Conduct.



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## Organisation Vision, Values and Behaviours

*One proud, inclusive sustainable community welcoming growth and opportunities*

### Communication

- I ensure that roles and responsibilities are clearly communicated
- I actively listen to the concerns of my team members and customers
- I keep my team members informed and clearly explain why decisions have been made
- I provide and accept regular, valid and objective feedback in relation to individual performance

### Trust

- I recognise and report misconduct, illegal or inappropriate behaviour, and help my team to do the same
- I am fair and consistent in my dealings
- I am honest with my colleagues and trust them to fulfil their roles
- I ensure the actions of myself and others are focused on achieving organisational outcomes
- I take responsibility for the behaviour and performance of my duties within the workplace
- I deal with issues when they arise

### Respect

- I treat each team member consistently and equitably
- I lead with honesty, fairness and respect
- I drive a team culture that values diversity and inclusiveness, builds respect and recognises the true potential of all individuals

### Innovation

- I contribute to change processes and see change as an opportunity to improve performance
- I lead and support innovation, continuous improvement and strategic planning
- I support my team to implement new ideas and make decisions even if that means learning from their mistakes

### Teamwork

- I identify and implement safe work practices, taking a systematic approach to managing risk, and ensure the health & safety of myself and others
- I acknowledge the achievements of my team members
- I address performance and mentor and coach my team
- I encourage a positive working environment
- I set clear objectives and goals for my team to achieve



The Shire of Wiluna is proud of its workforce and recognises the strengths this provides in meeting the needs of the community it serves.

The CEO's vision for the Shire of Wiluna is one that:

- Is customer focused
- Has a culture of action
- Delivers above expectations
- Is fiscally reliable
- Empowers and trains staff

We will achieve this through leaders that guide and develop our staff, and through all staff demonstrating appropriate behaviours. These are behaviours that have been identified as leading to increased individual and organisation-wide performance and success at all levels of the organisation.

## **Authority and Accountability**

Works under routine (general) supervision either individually or in a team environment.

## **Extent of Authority**

Responsible for the quality and completion of their own work subject to routine direction. Responsible for materials, tools, equipment and minor plant in their use.

## **Judgement and Problem Solving**

Problems at this level may require limited personal judgement. Work procedures are already well established. The individual must apply existing known techniques to the work with decision making being within existing routines, procedures and practices. Required to make operational decisions relating to own safety and work as required by relevant legislation and Council safety procedures.

Tasks are of limited complexity.

## **Specialist Knowledge and Skills**

Indicative but not exclusive of the skills required of an employee at this level are:

- a) Plant operation skills:
  - i. Use of a variety of selected hand tools and use of minor plant and equipment requiring basic operation rather than technical skills.
  - ii. Operator's skills level low, some experience preferred.
  - iii. Single function equipment.



- iv. Operator machine maintenance low complexity.
- v. Minimal dimensional control on works required other than pre-set by plant.
- b) Drive vehicles requiring "A" class licence.
- c) Basic store work, including receiving, despatching, distributing, sorting, checking and packing.
- d) Basic inventory control of documenting and recording of goods, materials and components.
- e) Basic keyboard skills where required.

Sound knowledge of Council safety policy requirements as they relate to the job being undertaken.

### **Management Skills**

Not required at this level.

### **Interpersonal Skills**

Basic oral and written literacy and numeracy skills to enable liaison with work groups and communication with members of the public.

### **Qualifications and Experience**

Possess appropriate and relevant equivalent experience in some or all of the following areas:

1. Safe operation and user maintenance of minor plant.
2. Safe operation and user maintenance of light vehicles.
3. Selected hand tools.
4. Basic stores work.
5. "A" Class licence may be required.
6. Basic labouring skills.

### **Accessible and Inclusive Employer**

The Shire of Wiluna supports flexible and accessible working arrangements for all. We are open to new approaches and aim to be an inclusive and diverse workplace of choice that celebrates the contribution made by all our staff.

### **Healthy and Safe Work Environment**

We are committed to continuous improvement in occupational health and safety (OHS) standards. It is a fundamental requirement of all employees to work in a manner that



is safe and without risks to self and others and in accordance with relevant OHS legislation and Council policy.

## **Risk Management**

All employees are required to contribute to the effective protection of the Shire in accordance with the its Risk Management Policy and Procedures. You must take reasonable steps to ensure you are aware of the inherent risks associated with your work and take appropriate action to minimise or eliminate such risks.

## **Emergency Management**

This position is required to contribute to emergency management activities in the event of a declared emergency when required and directed by the supervisor/manager.

## **Key Selection Criteria**

1. Experience in a similar role in a cleaning related position.
2. Demonstrated knowledge of, and commitment to, safe working practices and willingness to undertake training in safe use of cleaning products.
3. Proven ability to work effectively and efficiently unsupervised as well as excellent time management and organisational skills with the ability to meet deadlines.
4. Ability to work flexible hours as part of a roster.
5. Ability to provide detailed reports of works undertaken, including any issues, risks or follow up action required on a regular basis.
6. Current drivers licence.

## **Approval**

APPROVED BY:

Matt McIntyre,  
Chief Executive Officer

Date: 24 March 2025



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## Position Description Agreement

*The above stated is intended to describe the general nature and level of work performed by the employee assigned. It is not designed to be interpreted as a comprehensive list of duties and responsibilities of the position. The Shire of Wiluna reserves the right to amend responsibilities as required to meet business and operational requirements.*

*I, the undersigned, agree that the above position description including the key responsibilities and duties are accepted as appropriate for the position.*

Employee Name

*(please print)*

Employee  
Signature

Date