

Position Description

Date: June 2026

1. Position Identification

Title:	Cleaner (Casual). Commence with 6 month probation.				
Position Number:		Level:	1	Agreement/Award:	Municipal Employees (WA) Award 2021
Department:	Works Depot				
Section:	Cleaners				
Location:	Three Springs, Western Australia				

2. Reporting Relationships

Reports to:	Supervisor of Operations, Facilities, and Maintenance
Internal relationships:	Chief Executive Officer Manager of Infrastructure All Staff
External relationships:	Key Stakeholders Community members
No of Direct Reports:	0

3. Value Statement

1. A commitment to work together and respect each other.
2. To be a community that is fair-minded, approachable, tolerant, and responsive.
3. To have a regional focus and embrace and promote the values of integrity, accountability, respect, and innovation.

4. Role Purpose

To carry out Cleaning of Council's Infrastructure and Assets in a high standard of cleanliness and neat presentation, as directed by the Supervisor of Operations, Facilities, and Maintenance.

5. Key Objectives

- Carry out the cleaning and maintenance of Council's infrastructure and assets as directed by the Supervisor of Operations, Facilities, and Maintenance in a safe and efficient manner according to Work Health and Safety Act 2020 and 2022 regulations.
- Liaise with the Supervisor of Operations, Facilities, and Maintenance on matters required for the satisfactory cleaning of Council's infrastructure and assets.

6. Key Responsibilities

- To monitor and maintain the cleanliness, appearance and presentation of Council's Buildings, Houses and infrastructure.
- To be self-motivated and able to work unsupervised.
- To adhere to and promote safety in the work place as per the Work Health and Safety Act 2020 and 2022 regulations.
- To carry out all work efficiently and professional manner as per the Shire Code of Conduct.
- To work under the direction of the Supervisor of Operations, Facilities, and Maintenance & Manager of Infrastructure.
- To undertake additional training where appropriate and authorised.
- Observe and report on damage/maintenance requirements of equipment and tools in your care.
- To identify and report any actual or perceived hazards/dangers/accidents to the Supervisor of Operations, Facilities, and Maintenance & Manager of Infrastructure.

7. Leadership Capabilities

- Results driven, demonstrated by actively leading continuous improvement initiatives, effectively collaborating with key stakeholders.
- Drives a high performing customer focused culture where accountability, innovation, and excellence are valued.
- High level of personal integrity and self-awareness, seeks feedback, developmental opportunities and displays sound judgment in decision-making.

8. Risk Management and Workplace Health and Safety

- Participate, contribute and demonstrate a personal commitment to safe practice and environmental awareness compliant with Duty of Care requirements under the Work Health and Safety Act 2020 and 2022 regulations.

9. Other Requirements

Adheres to the Code of Conduct and other workplace policies and procedures and behaves in an honest, professional and ethical way.

10. Qualifications and Work Experience

Essential

- Experience in Cleaning.
- Ability to demonstrate and support the values of the Shire of Three Springs.

Mandatory Requirements

- Hold a current national "C" class driver's licence.

11. Authorisation Process

Authorisation Process

Title:	Print Name:	Signature:	Date:
Chief Executive Officer			
Employee			

