



Position Description

A. POSITION PROFILE

Position:

Building Services Attendant

Position Evaluation:

Award: Band 1 Level 3

Salary System Grade: 3

Conditions of Employment:

Australian Citizen or Right to Work in Australia

Local Government (State) Award 2023

Permanent Full-time

Additional Benefits:

Nine Day Fortnight

Position Occupant:

Vacant

Department:

Regional Services - Cootamundra

Section/Group:

Community Services

Location:

Cootamundra

Gundagai

Direct Supervisor:

Co-Ordinator Community Services

Number of Staff Supervised by this position:

Nil – Occasional contractors

B. STATEMENT OF FUNCTION

Provide cleaning and maintenance services Council's civic buildings and facilities.

Co-ordinate the set up/clean up of the Town Hall for private and public functions.

C. KEY RESPONSIBILITIES

1. Undertake cleaning of Council Offices, Library, Town Hall, Civic Hall.
2. Ensure the Town Hall facility is maintained, prepared and presented for users in a tidy state.
3. Ensure Town Hall users are instructed and supported to safely operate and use facilities to optimum capability and capacity.
4. Ensure Town Hall safety and security equipment is routinely inspected and operated.

D. DUTIES

1. Undertake vacuuming, sweeping, mopping of floors, dusting and cob-webbing, cleaning of toilets and staff rooms/kitchens, windows, mirrors and glass within the Council Offices, Library, Town Hall, Civic Hall, Bradman Birthplace, Plant rooms.
2. Collect and remove waste and recyclable waste from the Council Offices, Library, Town Hall, Civic Hall facilities and clean and deodorise bins.
3. Carry out routine internal cleaning of the Airport, Swimming Pool complex buildings, including sweeping and mopping of floors, dusting and cob-webbing, cleaning of toilets and wash basins, walls, ceilings, partitions and doors, mirrors and windows.
4. Co-ordinate routine carpet steam-cleaning for Council Offices and Town Library facilities.
5. Monitor pest activity and co-ordinate routine pest control to Council facilities.
6. Undertake garden labour duties such as tidying, weeding and watering of garden areas and fish pond maintenance within the Administrative Complex surrounds.
7. Clear and tidy entrance areas and pathways of the Civic Complex of litter, leaves, weeds and debris.
8. Monitor usage and replenish cleaning products and consumables and maintain storage areas for cleaning equipment and products.
9. Maintain Office storage areas to provide safe access and maximise available storage space.
10. Check the functioning of all lighting in Civic buildings and attend to the replacement of bulbs/tubes as required.
11. Monitor the air conditioning systems for the Council Offices, Town Library, Town Hall.
12. Report any facility damage or equipment faults requiring professional repair.
13. Undertake and comply with risk assessments and work method statements (WMS) in relation to worksite activities.
14. Liaise with trades people and contractors to undertake required maintenance and repair work and activities within the Civic Complex and undertake minor repairs/maintenance etc within limits of expertise.
15. Raise and lower Civic Complex flags daily. When required, Parker Street flags to be raised and lowered.
16. Liaise with reception staff and Hall users to prepare and equip the Town and Civic Hall for booked functions and events.
17. Liaise with library and reception staff and patrons to prepare and equip the Steven Ward Rooms for functions and events.
18. Co-ordinate the ordering of stock within council's facilities and public amenities.
19. Liaise with Executive Assistant to the General Manager and caterers to prepare and equip the Council Chambers for scheduled Council meetings.
20. Conduct routine cleaning of the Town Hall kitchen and bar facilities to ensure a high standard of hygiene and presentation for food and beverage preparation and service.
21. Routinely polish and wax Town and Civic Hall floors to ensure preservation of the asset.
22. Inspect and maintain Town Hall equipment ensuring it is operational and available for patron use.
23. Set up and dismantle equipment in the Town and Civic Halls, Cooper Street meeting rooms, for civic, public and private functions, including arranging furniture, and setting up lighting and sound systems.
24. Conduct orientation for Hall users and demonstrate the correct operation of Town Hall equipment.
25. Carry out post event cleaning of the Town Hall and Civic Hall facilities, including sweeping and mopping of floors, cleaning of toilets, bathrooms and back stage areas.
26. Undertake weekend cleaning and maintenance of public amenities buildings as requested.
27. Attend to repairs, maintenance and cleaning of Council plant and equipment as directed.
28. Respond to emergency situations as requested.
29. Complete required workplace records.
30. Undertake training to update, maintain and advance personal skill levels and in compliance with relevant workplace legislation.
31. Respond to inquiries from members of the public and provide information within scope of responsibility.

32. Carry out any other duties that are within the limits of the employees' skill, competence, and training.
33. Maintain the plant room off the Town Hall kitchen.
34. Clean the record shed at Depot 2.
35. Australia Day – duties as required i.e. Flagpole- electrical leads-setup for the day.

E. ESSENTIAL CRITERIA

1. Demonstrated experience in a caretaking/building maintenance role.
2. Demonstrated knowledge of cleaning processes and applications.
3. Demonstrated interpersonal and time management skills.
4. Demonstrated literacy and numeracy skills to follow written communication and complete standard forms.
5. Demonstrated experience in operation and maintenance of small plant and equipment.
6. Completion of Chemical Handling Certification (e.g. ChemCert, SMARTtrain) or ability to readily acquire.
7. Current Class C Drivers Licence or above or equivalent (Red P's acceptable).
8. WHS Construction Induction (NSW White card) or equivalent.
9. Working knowledge of roles and responsibilities under the WHS Act 2011.

F. DESIRABLE CRITERIA

1. Certificate II in Asset Maintenance (Cleaning Operations).
2. Trade qualifications in a relevant discipline e.g. Carpentry.
3. Apply first aid certification.
4. Completion of Safe Handling of Sharps training.
5. Previous Local Government experience.