

# Upper Lachlan Shire Council



<b>Position</b>	Cleaner – Parks and Gardens
<b>Reports to</b>	Senior Parks and Gardens Officer
<b>Group</b>	Environment and Planning
<b>Band/Level</b>	B1/L2
<b>Grade</b>	2
<b>Date revised</b>	2026

## Primary Purpose

To provide a high standard of cleaning services across a variety of Council buildings and facilities and carry out all duties in a safe, effective and efficient manner.

## Council Values

Council's values of sustainability, integrity, respect and professionalism guide the decisions, actions and conduct of all employees.

## Accountabilities

- Undertake cleaning duties at Council buildings and facilities to the highest possible standard.
- Deliver duties in accordance with relevant work standards and operating procedures.
- Ensure safe, efficient and accurate operation of relevant equipment at various locations.
- Provide high level customer service to Councils internal and external customers.
- Ensure safe work practices including the implementation of safe work method statements, risk assessments and any other work health and safety requirements/obligations under the Work Health and Safety Act.
- Report to management any defects observed or repairs required to Council buildings, utilities, equipment, furniture or fittings.
- Use resources efficiently, effectively and responsibly to complete work in a timely manner.
- Contribute to the performance of Council: leading by example, demonstrating professional conduct, making the best use of knowledge, experience and skills, and being accountable for the decisions made.
- Ensure a safe working environment by taking accountability for own actions and complying with Council's WHS policies and procedures.

The employee is required to undertake any other duties, projects or tasks as directed by their supervisor or Department Director, which are within his/her skills, competence and training.

## Key relationships

<b>Internal</b>	<b>External</b>
Finance and Administration team	Community groups and community members

Other staff	
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**Essential Criteria**

1. Demonstrated ability to carry out duties safely and efficiently with minimum supervision.
2. Contemporary knowledge and demonstrated experience in providing cleaning services across a number of diverse buildings and facilities.
3. Demonstrated knowledge and experience in cleaning practices and procedures in an office environment.
4. Demonstrated ability to maintain high level of security, safety and confidentiality at all times.
5. Current Class C Drivers Licence.

**Desirable Criteria**

1. Current training and/or accreditation in Manual Handling.

The position description should be read and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct including, but not limited to, the Code of Conduct, Delegations of Authority, legislation, policies, procedures and plans.

I have read and understand the requirements and accountabilities of this position.

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Name (please print)

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Signature

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Date

# SALARY PROGRESSION CRITERIA



## Cleaner – Parks and Gardens

The emphasis at this level will be placed on the demonstrated application of the skills and knowledge required of the position. Assessments will be made based on the experience/qualifications of the jobholder and their ability to apply skills and knowledge to meet the accountabilities defined in the job description.

### MINIMUM JOB REQUIREMENT

The jobholder is required to have met the essential criteria as described in the job description.

<b>STEP 1 SKILLS</b>	
Before being assessed for Step 1 Skills, the jobholder must have demonstrated achievement of all Essential Criteria described in the job description. When the jobholder demonstrates the achievement of all Skills in Step 1, they are eligible for an increase in their rate of pay.	
1	Demonstrated ability to maintain a cleaning, healthy and safe work environment.
2	Demonstrated understanding and application of WHS principles.
3	To use judgement in determining procedures and resources to be used in completion of tasks with reference to supervisor as necessary.
4	To continually assess and contribute to the improvements in processes to increase efficiency of tasks.

<b>STEP 2 SKILLS</b>	
Before being assessed for Step 2 Skills, the jobholder must have demonstrated achievement of all Essential Criteria and Step 1 Skills. When the jobholder demonstrates the achievement of all Skills in Step 2, they are eligible for an increase in their rate of pay.	
1	Acceptance of responsibility for and effectively managing own tasks.
2	Working positively with others in the organisation.
3	Adopt and utilise safe working practices.
4	Completion of basic tasks with work closely monitored by supervisor
5	To be accountable for own actions and the quality of work.
6	To be responsible for the care and maintenance of work area.

### STEP 3 SKILLS

Before being assessed for Step 3 Skills, the jobholder must have demonstrated achievement of all Essential Criteria, Step 1 and Step 2 Skills.

When the jobholder demonstrates the achievement of all Skills in Step 3, they are eligible for an increase in their rate of pay.

1	To seek improvement and innovation in your work practices for the organisations benefit.
2	To be responsible for completion of regularly occurring tasks in accordance with established procedures, processes, policies (reference to Supervisor on regular basis).
3	Judgement required to prioritise works

### STEP 4 SKILLS

Before being assessed for Step 4 Skills, the jobholder must have demonstrated achievement of all Essential Criteria, Step 1, Step 2 and Step 3 Skills.

When the jobholder demonstrates the achievement of all Skills in Step 4, they are eligible for an increase in their rate of pay.

1	Meets the requirements of the position description;
2	Maintains effective work practices;
3	Contributes effectively to the team environment;
4	Quality and quantity of work regularly meets requirements.
5	Determines whether work is within the scope of responsibilities/duties.
6	Promotes Council's image.
7	Seeks to improve and learn more for further advancement.

### STEP MAXIMUM SKILLS REQUIREMENT

To achieve Step Maximum Skills the jobholder must apply a superior level of skills, knowledge, Skills and expertise to the position. Step Maximum Skills will be achieved by the attainment of:-

1. Agreed competency and/or training/qualifications
2. Demonstrated efficiency and productivity improvements
3. Development and/or delivery of an innovative project
4. Continuous work improvement for a defined timeframe

Step Maximum Skills will be subject to determination and assessment by the relevant Director, in consultation with the jobholder. Before the jobholder can be assessed at Step Maximum, the jobholder must have achieved Steps 1, 2, 3 and 4 Skills.

**Note:** Skills will be obtained and/or developed from a combination of the following sources:-

- Training.gov.au
- Job-specific Skills developed by Council
- WHS standards
- Former position description skill steps