

CLEANSING TEAM MEMBER

POSITION DESCRIPTION

Position Title:	Cleansing Team Member
Responsible To:	Work Group Leader, Cleansing
Council Portfolio:	Services, Infrastructure & Operations
Council Program:	City Operations
Classification Level:	Wages, CSE Grade 3

Overview of Portfolio

The Services, Infrastructure & Operations Portfolio delivers essential local government services for our community, making it easier to conduct business in our City, and providing a safe and attractive urban environment for our community.

Overview of Program

The City Operations Program ensures our City’s assets, including streets, parks and other public spaces are attractive, clean, well presented and maintained so we all have a city to enjoy and be proud of.

Key Relationships / Interactions

Internal	Employees across the City Operations Program City of Adelaide (CoA) employees across all Portfolios, Programs and Corporate Teams
External	Contractors and Service providers Members of the public, Residents City Business owners Community Volunteers Community/ Sporting groups Contract specialists e.g. Graffiti removal and specialised cleaning Utilities providers SAPOL Emergency Services

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Primary Purpose

As part of the City Operations Program the Cleansing Team Member will:

- Support the delivery of the City Operations Program to ensure the City's presentation meets all operating standards for planned maintenance and a reactive response service.
- Assist both the Street Services team and or Essential Services under the direction of the Work Group Leader. This is a hands-on-role responsible for any one or more of the functional roles not limited to; Street and footpath sweeping, gum removal, waste collection, graffiti removal, Rundle Mall cleaning, public convenience cleaning, BBQ cleaning, street furniture cleaning, Torrens Lake cleaning and events operational requirements.
- Delivery of quality Cleansing work in line with the endorsed Cleansing Service Standards.

Responsibilities

The Cleansing Team Member is responsible for:

- Undertake general cleaning tasks (e.g. sweeping, litter pick, mopping, cleaning) and labouring duties for the cleaning maintenance of the public realm assets.
- Identification of work requirements as per operational run sheet and deliver cleansing service in accordance to Cleansing Service levels.
- Safe operation of minor plant and use of chemicals effectively and efficiently in both pedestrian and vehicular populated areas.
- Undertake minor routine preventative maintenance, clean to inspect equipment, perform pre-operational and post-operational tasks according to operator's manual.
- Effective and accurate time management and recording routine workplace information
- Collection and disposal of waste.
- Follow safe operating procedures and contribute to continuous improvements in WHS practice (include but not limited to: identifying, controlling and reporting WHS hazards and Incidents and vehicle inspections.
- Be able to clearly and concisely communicate to team and Leadership team.
- Be flexible and adaptable in working in other and/or alternative areas within Cleansing.
- Carry out a range of appropriate support duties as directed

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Workplace Health and Safety & Additional Responsibilities

All employees are also responsible for;

- Complying with the City of Adelaide Code of Conduct and the Local Government (General) (Employee Code of Conduct) Variation Regulations 2018 at all times.
- Supporting the application of and demonstrably engaging in the CoA's Equal Employment Opportunity, cultural diversity and ethical practice policies.
- Taking reasonable care to ensure their own safety and not placing others at risk by any act or omission.
- Attending WHS training and following instructions and advice provided.
- Complying with the requirements of the CoA WHS management system.
- Using and caring for equipment, including personal protective equipment, as instructed.
- Not intentionally or recklessly interfering with or misusing workplace equipment and supplies in a manner that could adversely affect health, safety or welfare in the workplace.

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Selection Criteria

Candidates should ensure that their application clearly demonstrates their ability to meet the Essential Criteria detailed below.

Qualifications	Relevant Cleaning Experience. South Australian Drivers Licence	Essential
	Year 12 Qualifications	Desirable
Technical Knowledge & Experience	Experience in the operations associated with the cleaning and waste management of the public realm. Knowledge of municipal waste management practices from collection through to processing.	Desirable
Innovation & Initiative	Self-motivated, results oriented and able to initiate actions to ensure objectives are achieved.	Essential
Professional Development	A commitment to ongoing professional development and continuous learning.	Essential
Customer Commitment & Integrity	Excellent customer service skills, including the ability to effectively liaise and engage with members of the public and community groups. Demonstrated high level skills in dealing confidently and courteously with people both internally and externally.	Essential
Collaboration & Communication	Capacity to work independently with minimal direction and collaboratively in a team environment. Experience dealing with members of the public and community groups.	Essential
Administrative Skills	Effective written and verbal communication skills - basic literacy and numeracy skills. Demonstrated written skills including recording workplace information.	Essential
	Skills in MS Office computing applications including word processing, spreadsheet, database	Desirable
Government Experience	An understanding of Council's strategic directions and vision for the City. An understanding of the Corporation's strategic directions and vision in support of Council's strategic direction.	Desirable

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Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

Our Values



**ACHIEVEMENT**

**COLLABORATION**

**CUSTOMER COMMITMENT**

**INTEGRITY**

**INNOVATION**

Achievement

- Deliver what matters
- Ensure clarity of direction and unity of purpose
- Inspire excellence and strive for outstanding results



Collaboration

- Work together to build successful teams and partnerships
- Be open, inclusive, and share knowledge
- Seek, provide and act on feedback



Customer Commitment

- Know your customers and put them first
- Listen to and understand customer needs
- Be responsive, close the loop and deliver on promises



Integrity

- Own your actions, successes and mistakes
- Act with transparency, honesty and respect
- Do what you say you will do



Innovation

- Look for ways to improve and create positive change
- Think broadly and take a wider viewpoint
- Be responsive to new ideas and opportunities



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Special Conditions

- Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.
- Various start times depending on duty of work to be performed
- Some out of hours work may be required in order to meet the requirement of the role.
- An unencumbered Drivers Licence may be required.
- A satisfactory Police Clearance may be required.
- A satisfactory Medical, drug and alcohol clearance will be required.
- Where applicable, I have reviewed and understand the delegations associated with this position.

Physical Demands

Role	Cleansing Team Member
Work Area	City Operations
Physical Demand Rating	Medium Work

The below table summarises the physical demands of this role:

Physical Demand	O	F	C	Description	FCA Notes
Sitting		✓		Driving, operating vehicles and equipment	Critical Range of Motion: Shoulders to 140° flexion (repetitive). Lift Capacity: Up to 15kg. Push / Pull Force: Repetitive push force up to 15kgf when cleaning and scrubbing surfaces with equipment. Environmental Factors: Working outside mostly, with members of the public nearby. Task Rotation: Change tasks regularly throughout the day. PPE: Uniform. Specific PPE when cleaning. Sun protection when outside.
Standing		✓		Various surfaces, including wet surfaces at times	
Walking		✓		Various surfaces and distances	
Climbing	✓			Small step ladder, occasional stairs. On and off vehicles	
Push / Pull	✓			Moderate force mopping and scrubbing surfaces, moving wheelie bins and cleaning gum	
Squatting	✓			Accessing low to the ground	
Gripping		✓		Various cleaning equipment, vehicles and controls. Scrubbing brushes, handles and cloth rags	
Forward Reach	✓			Cleaning and scrubbing. Some reaching above shoulder height. Repetitive movement.	
Lift	✓			Team lift to 30kg (boat engine cover), lifting chemical containers 5kg,	
Carry	✓			Supplies from vehicles to public conveniences / BBQs.	

O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%)

Summary: The work involves a variety of different cleaning tasks and functions, such as operating a sweeper, using a scrubber, driving a utility vehicle and other council vehicles. When cleaning a worker uses various equipment scrubbing and cleaning mirrors, walls, floors, toilets, bathrooms, furniture, benches, BBQs and various other public realm facilities.

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***This is a general statement regarding the physical requirements of the role. The inherent physical requirements are underpinned by Job Dictionaries, which can be accessed by contacting the MySafety Team (OSCAR).**

Agreement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the Corporation may require you to carry out any duties which are within your skills and competence.

**** Electronic Offer**** By accepting your letter of offer electronically you are agreeing to the work profile / job description attached to your offer.