

# Welcome to the ISAAC REGION



## 57,624.00 CLEANER POSITION DESCRIPTION

|                         |  |
|-------------------------|--|
| <b>Position Title</b>   | Cleaner  |
| <b>Directorate</b>      | Infrastructure Services  |
| <b>Department</b>       | Corporate Properties   |
| <b>Position No.</b>     | 57,624.00  |
| <b>Classification</b>   | Level One (1)  |
| <b>Awards Stream</b>    | Queensland Local Government Industry (Stream B) Award - State 2017 |
| <b>Reports To</b>       | 57,620.00 Property Officer   |
| <b>Last Review Date</b> | September 2025   |

### ORGANISATION SUMMARY:

|                    |   |
|--------------------|---|
| <b>OUR VISION:</b> | Helping to energise the world.<br>A region that feeds, powers and builds communities, now and for the future. |
| <b>OUR GOAL:</b>   | To pursue long-term sustainable futures for Isaac's communities.  |
| <b>OUR VALUES:</b> | Community Focus<br>Teamwork<br>Caring<br>Positive Work Ethic  |

We're a region unique in charm and a character-growing attraction for many keen to explore the road less travelled. It's a place where traditional country qualities live on within modern, vibrant communities.

Isaac Regional Council plays a role to ensure our communities have a long sustainable life, so it continues to be a great place to raise a family and to find new or old passions.

Our public spaces are valued and activated, our communities' lifestyles and wellbeing are prioritised, and our individual and collective identities are celebrated.

We need to use new ideas in everything we do because of the fast changes happening all over the world.

This helps us deal with changes and provide the best service. As a Council, we will continue to maintain a clear and balanced vision for the future that shapes all our decisions as we feed, build and power communities.

## DEPARTMENT SUMMARY:

The Corporate Properties Department ensures an integrated approach to internal services across the organisation. The Corporate Properties Department is responsible for the planned maintenance and renewal of fit for purpose equipment, plant, residential buildings, and administration facilities. The Department is also responsible for the sound delivery of capital projects and strategic asset management for Isaac Regional Council in an efficient and cost-effective manner.

## POSITION SUMMARY:

The Cleaner position provides quality cleaning services of Council facilities.

## DUTIES:

### Position Accountabilities and Performance Objectives

1. Undertake cleaning of Council offices, buildings, fatigue accommodation to the required standard.
2. Undertake occasional administrative/customer service support as required.
3. Report maintenance requirements to the Maintenance Officer East.
4. Workplace health and safety accountability.
5. Undertake any other duties as reasonably directed within the limits of the employee's skills, competence and training.

## KEY COMPETENCIES:

### Essential Knowledge and Skills

1. Commitment to ensuring personal safety and the safety of others.
2. Understanding of chemical and cleaning equipment usage is required.
3. Strong work ethic and a commitment to quality standards are required.

### Experience

1. Demonstrated experience in cleaning service is required.
2. Demonstrated customer service experience is required.

### Qualifications

**Mandatory** – this role requires the possession of:

1. Valid Driver Licence.

## DELEGATED AUTHORITY AND ACCOUNTABILITY:

Delegations as detailed in Council's Delegation of Authority register.

## EXTENT OF AUTHORITY:

Position exercises a degree of autonomy and works under general direction with the freedom to act within established policies practices. The position must understand that their powers are limited to their delegated authority and know and comply with any authority and obligation that comes with their powers.

## CERTIFICATION:

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

|           | EMPLOYEE | DEPARTMENT MANAGER |
|-----------|----------|--------------------|
| Name      |          |                    |
| Signature |          |                    |
| Date      |          |                    |