

## Role Profile

<b>Date</b>	<b>1 June 2007</b>
<b>Family</b>	<b>Operational Services</b>
<b>Role Profile Level</b>	<b>1A</b>

### PURPOSE

To undertake a series of tasks of a routine nature using standard tools and equipment.

<b>ROLE ACCOUNTABILITY</b>	<b>END RESULT</b>
<b>Work - cleaning</b>	
Carry out routine cleaning & clearing tasks to create a clean, tidy & safe environment.	<ul style="list-style-type: none"> <li>• Assigned area clean &amp; tidy</li> <li>• Rubbish ready for removal and / or cleared away safely</li> </ul>
<b>Work – preparation</b>	
Carry out routine tasks in preparation for follow on activities.	<ul style="list-style-type: none"> <li>• Assigned tasks done to set standards</li> <li>• Area / food ready for follow on work</li> <li>• Materials / equipment in place</li> </ul>
<b>Work – maintenance</b>	
Carry out basic repair & maintenance activities as instructed.	<ul style="list-style-type: none"> <li>• Assigned tasks done to set standards</li> <li>• Basic repairs done &amp; replacements fitted</li> <li>• Grounds / roads / buildings in good order</li> </ul>
<b>Work – security</b>	
Carry out basic security duties.	<ul style="list-style-type: none"> <li>• Site / premises patrolled to set routine</li> <li>• Site / premises secure &amp; alarms etc. activated</li> <li>• Unauthorised access prevented</li> <li>• Incidents spotted &amp; action taken</li> </ul>
<b>Plant, tools &amp; equipment</b>	
Collect tools & equipment needed for given tasks, check safe & fit for use, keep in good condition & return on work completion.	<ul style="list-style-type: none"> <li>• Correct tools etc used</li> <li>• Tools etc in safe condition</li> <li>• Tools etc returned when work done</li> </ul>
<b>Reports</b>	
Keep & submit records as required under Council procedure.	<ul style="list-style-type: none"> <li>• Personal / work records complete, accurate, on time</li> <li>• Council procedures complied with</li> </ul>
<b>Customer service</b>	
Report any issues or incidents encountered in work situations.	<ul style="list-style-type: none"> <li>• Supervisors aware of issues promptly</li> <li>• Breakdowns, incidents etc. reported &amp; recorded</li> <li>• Customers' queries / complaints received &amp; referred</li> </ul>
<b>Compliance</b>	
Implement relevant practices & procedures, including Health & Safety.	<ul style="list-style-type: none"> <li>• Safe working for self &amp; others</li> <li>• Compliance with relevant regulations, Council practices &amp; procedures</li> </ul>

<b>WORKING CONTEXT</b>
<b>Nature of contacts and relationship</b> (who and the nature of the communications)
Team – work with, exchange information Supervision – receive and clarify instructions; report problems Customers, public – answer simple questions politely and refer all others; occasionally may be subject to abuse. Verbal & written communications – make notes on work & fill in pre-set forms
<b>Working Environment Context</b> (physical, disagreeable, health and safety aspects)
Either predominately inside a) in normal building environment, b) in kitchen areas which may be hot/cold, smelly or c) on site, predominately outside in all weather conditions with need to continue work even though shelter is available. Site conditions include drainage, excavations, ladders, scaffolding, and roads. Frequent manual handling of materials within the limits of H&S. Variety of hazards especially in site conditions and kitchens, including tools & equipment which need to be used carefully. Also using a variety of chemicals which require careful handling.
<b>Creativity; discretion; impact: concentration</b>
Familiarity with standard procedures. Clearly defined tasks, following instructions and supervised. Very limited scope to modify work, discretion only in the case of safety considerations. All non-standard matters referred to supervision.
<b>Planning requirement</b>
Minimal planning, carry out tasks under instruction
<b>Key facts and figure ranges</b> (include likely size of any team managed)
n/a
<b>Knowledge and qualifications</b> (Education, vocational training and relevant work experience/knowledge and skills typically required. Where formal/vocational qualifications are specified, an equivalent level of general education and/or experience may be appropriate for some jobs.)
Very basic numeracy and literacy. Awareness of relevant H&S precautions Basic knowledge of job tasks and equipment used.
<b>Equipment operated and essential skills</b>
Hand tools and very basic powered equipment – follow instructions in use of equipment.