

Position Description

Position Title	Fleet Cleaner
Employment Status	Casual / Full time
Salary Package	Negotiable
Program/Service Area	Fleet Presentation Team , Operations
Location	Burpengary
Positions reporting to	Operations Manager
Effective Date	August 2016
Probationary Period	Six (6) months
Position Role hours	Vary

POSITION OBJECTIVE:

A fleet cleaner is responsible for cleaning and detailing of buses and other fleet vehicles as the product for service contracts of the business.

This position plays a vital role in the preparation of the product to ensure clean vehicles are supplied in the services of delivery. This role works as part of a team to achieve the highest level of bus cleanliness.

RESPONSIBILITIES:

- Follow and obey all company policies, procedures, WH&S and other legislative instruments;
- maintain the appearance of all vehicles at an optimum level;
- clean vehicles to a standard specification;
- report any defects in the vehicle or equipment;
- maintain a clean and tidy service area;
- ensure the vehicles hand brake is applied prior to leaving the driver's seat;
- use personal protection equipment (PPE) as trained;
- recognise and assist other team workers if required to ensure vehicles are ready for dispatch;
- be able to communicate with other departments and use a two-way radio; &
- undertake any other duties as operationally directed.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles, practices and methods of bus transportation.
- the Code of Conduct in a workplace.
- Knowledge of cleaning duties involving the use of equipment such as vacuum machines, wet vac machines, chemicals, leathers, brushes, scrapers, high pressure water gerni, clean windows, polish and buff, use mop and buckets and chemical dispensing equipment.
- Knowledge of how to operate a computer.

Ability to:

- Keep clear and accurate records.
- Use good judgment.
- Understand, interpret and apply rules and directions.
- Acquire verbal information, terminology and procedures quickly.
- Ability to read, comprehend and understand how to use products and appliances.
- Ability to interact professionally with all levels of people and be able to work well with diverse groups.

Skills:

- Excellent communication skills, through;
- Clear speech and pleasant two way demeanour;
- Respectful communications with all other KBL staff;
- High level of oral communication skills; &
- Excellent verbal, interpersonal, judgment and problem solving abilities.

PERSONAL QUALITIES

Must have a pleasing personality and ability to get along with other employees. Ability to deal effectively with a wide variety of personalities in situation requiring skill, friendliness, understanding, dignity, tact and good judgment. A physically fit focus in health and wellbeing and have the ability to maintain good health. Be able to abide to the Companies motto, respect people, take pride in yourself and others and be passionate about your work ethics.

PHYSICAL ABILITIES/REQUIREMENTS

- Ability to stand, walk, reach, stoop, bend and kneel and be able to lift and carry 20 kilograms;
- Good physical condition as determined by pre and post-employment inquires and health report;
- Must be able to pass pre-employment and random drug testing;
- Must have good hearing and listing skills;
- Must be able to work shifts or flexible work schedules as needed; &
- The employee is generally subjected to long periods spent standing, working in good and extreme weather conditions.

LICENSES/QUALIFICATIONS

Valid Queensland Driver's Licence (minimum MR) with a current Queensland Driver's Authority.

KEY RESPONSIBILITY AREAS

1	TRAINING	<p>Ensuring administrative systems of the program are effective by:</p> <ul style="list-style-type: none"> • Support and participate in training programs that enhance knowledge and experience as part of the operations group. • Attend training workshops/presentations as required. • Performing other role responsibilities as required.
2	ADMINISTRATION	<p>Ensure administrative compliance by:</p> <ul style="list-style-type: none"> • Maintain timesheets, daily work sheets and other material related to the position role. • Correctly record and report all incidents and accidents on company forms. • Record vehicle and shift information as directed. • Participate in learning and development programs.
3	TEAM WORK	<p>Supporting colleagues and service delivery by:</p> <ul style="list-style-type: none"> • Working collaboratively as a member of the fleet presentation team. • Be actively involved in team meetings, for reviews, supervision, and other unit activities. • Supporting fellow peers whilst respecting individuality. • Participating in the growth and development of the team.
4	SUPPORT	<p>Supporting colleagues and service delivery by:</p> <ul style="list-style-type: none"> • Providing other fleet cleaners support on an as needed basis. • Maintaining a current Qld Drivers' Licence.
5	CONFIDENTIALITY	<p>Ensuring business confidentiality by:</p> <ul style="list-style-type: none"> • Protecting the confidentiality of staff, company business information and practices. • Ensure the release of confidential information is not distrusted with any individual or external party.