

POSITION DESCRIPTION

DEPOT AND STORES OFFICER

POSITION OVERVIEW

The focus of the role is the provision of operations and logistics management, with an emphasis on ensuring efficient and effective management of the depot and its resources, including inventory, procurement, and administrative support to the depot team. Additionally, this role will be responsible for maintaining the cleanliness and tidiness of the depot yard, contributing to the overall functionality and appearance of the depot.

Employment Location:	Aramac and Muttaborra, Barcaldine, or Alpha and Jericho District; Regional Work and travel as required.
Industrial Instruments:	Queensland Local Government Industry (Stream A) Award – State 2017; Barcaldine Regional Council Certified Agreement 2022.
Classification Level:	Minimum Level 3.1.
Position Status:	Full Time Ongoing; Subject to Council's capacity to Pay, Funding and Employee Performance.
Accountable To:	Directly to the relevant Senior Works Supervisor; Interacts with Chief Executive Officer (CEO), Director of Works; Asset Manager; Fleet Manager; Director Corporate and Financial Services; District Managers, Other Senior Management and Support Staff; Other Stakeholders and Members of the Public; Work is performed under general supervision.
Supervisory Responsibility:	No supervisory responsibility required.

KEY OUTCOMES AND RESPONSIBILITIES OF POSITION

- 1) Successfully perform all stores functions at the Depot in an efficient and effective manner including but not limited to:
 - a. Ordering, receiving, issuing and monitoring of fuel, small plant items and tools, and external employee uniforms;
 - b. Ensuring all Depot sheds and store rooms are maintained in a clean, neat and tidy manner;
 - c. Ordering goods in a timely manner to ensure that stores items are available when required for Council works;
 - d. Receiving goods into the store and ensuring that items are accurately recorded on the invoice;
 - e. Issuing store items to employees and ensuring that items are costed to the correct job number;
 - f. Conducting regular stock takes of stores items to ensure the accuracy of Council's accounting system;
 - g. Ensuring the security of stores and depot equipment by monitoring access points including doors and gates;
 - h. Operating the forklift in a safe manner to receive stores items and to move items and equipment around the depot; and
 - i. Daily collection of freight.
- 2) Successfully perform all procurement activities relevant to the work area in an efficient and effective manner including but not limited to:
 - a. The procurement of goods and services for the outside workforce in accordance with Council's Procurement Policy;
 - b. Ensuring purchase order processes comply with Council's policies and procedures and contractual obligations;
 - c. Providing assistance to other employees, contractors and suppliers in the correct use of Council's procurement system;
 - d. Reviewing purchase requisitions and liaising with employees across Council to ensure cost savings and purchasing efficiency is achieved;
 - e. Resolving queries from internal and external stakeholders relating to purchase orders, deliveries and/or invoices;
 - f. Ensuring all procurement documentation is properly maintained in accordance with Council's Records Management System – this includes maintain an audit trail of all goods purchased;
 - g. Checking all purchase deliver advices against invoices and purchase order requisitions before forwarding to the Payments Officer for payment; and
 - h. Ensuring employee canteen supplies and office stationery supplies are replenished regularly.
- 3) Successfully provide timely and efficient administration support to the Depot team including but not limited to:

- a. Assisting with the organisation and coordination of meetings within the work area;
 - b. Assisting supervisors in reviewing employee timesheets;
 - c. Answering the depot telephone and relaying messages as required; and
 - d. Ensuring accurate job costing for all maintenance, projects and stores.
- 4) Effectively maintain the cleanliness and tidiness of the Council Depot Yard through tasks including but not limited to:
- a. Watering lawns;
 - b. Whipper snipping;
 - c. Mowing;
 - d. Poisoning of weeds; and
 - e. Rubbish removal.
- 5) **Alpha and Jericho District Only:** Successfully assist the Rural Lands Officer with Pest Management activities at the Alpha Clearing Dip Yard including but not limited to:
- a. Ensuring all dip levels are correct;
 - b. Monitoring and ensuring that the correct chemicals are used and chemical levels are maintained;
 - c. Scratching and clearing of cattle, horses and other bovine animals that require assessment as per the Department of Fisheries and Agriculture guidelines; and
 - d. Feeding of stock as required.
- 6) Undertake training in accordance with Council requirements;
- 7) Successfully ensure that records and systems within the officer's control are maintained in accordance with legislative requirements, and successfully ensure the confidentiality and integrity of this data in maintained;
- 8) Successfully develop strong professional networks both internally and externally through effective communication, both verbal and written, with internal and external stakeholders;
- 9) Successfully operate computers and internal computer systems to execute the administrative tasks and responsibilities of this position
- 10) Maintain sound knowledge and understanding of relevant legislation, Council's systems, programs, processes and procedures in order to effectively undertake the responsibilities of this position;
- 11) Successfully carry out obligations in regard to Council Policies and Procedures, Legislative requirements and compliance with Quality Assurance and Environmental management procedures;
- 12) Be aware of, comply with and be able to access, all statutory workplace safety legislation and Barcaldine Regional Council WH&S Management System – BRC Safety Management System, WH&S policies and procedures;
- 13) Promote safe working practices and maintain a safe work environment; and
- 14) Successfully carry out other duties as may be necessary within skills, competencies and training as directed.

SKILLS, KNOWLEDGE, EXPERIENCE AND QUALIFICATIONS

The appointee will hold relevant Licences, Qualifications and experience related to this Position including:

- 1) The Appointee must hold a current lawful Queensland Construction Safety Induction Card (White/Blue Card) or equivalent;
- 2) The Appointee must hold a current QLD Class “C” Drivers Licence;
- 3) The Appointee must hold Certificate(s) of Competency (or licences) for operation of relevant mechanical plant and be able to successfully pass all Verification of Competency (VOC) tests with Council;
- 4) Previous recent experience in a similar role, or experience in procuring goods and services; and
- 5) Previous recent experience in Local Government or with other government bodies desirable but not mandatory.

SELECTION CRITERIA

Selection will be based on an Assessment of any Applicant's ability to demonstrate their successful past performance, or their perceived abilities to be able to successfully perform against the following:

- 1) Demonstrated ability, or have an assessed capacity to provide clerical and administration support requiring a high degree of judgement, initiative, confidentiality and sensitivity in the performance of work;
- 2) Demonstrated working knowledge, or have an assessed capacity to obtain the statutory requirements relevant to Local Government;
- 3) Demonstrated ability to provide efficient, friendly and professional customer service;
- 4) Demonstrated effective communication skills (written and verbal) and well developed interpersonal skills;
- 5) Demonstrated sound self-management and time management skills with the ability to multitask and work under limited supervision;
- 6) Demonstrated ability working collaboratively and contributing positively in a team environment;
- 7) Demonstrated proficiency in the operation of computer systems, software and experience with Microsoft Office Suite; and
- 8) Demonstrated commitment to Workplace Health and Safety with a good understanding of how to maintain a safe working environment.

PHYSICAL REQUIREMENTS

Physical Demand Category

- Sedentary Work
- Light Duty – Occasional lifting/ carrying of objects weighing up to 5kgs
- Medium work – Occasional lifting/ carrying of objects weighing up to 10kgs
- Heavy work – Occasional lifting/ carrying of objects weighing up to 20kgs

Audio Visual Demands

- Peripheral Vision
- Hearing
- Depth Perception
- Colour Discrimination

Specific Actions Required

This job may include:

Standing/Walking	Sitting	Driving
<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None
<input type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	<input type="checkbox"/> Occasional
<input checked="" type="checkbox"/> 1-4 Hours	<input checked="" type="checkbox"/> 1-4 Hours	<input checked="" type="checkbox"/> 1-4 Hours
<input type="checkbox"/> 4-6 Hours	<input type="checkbox"/> 4-6 Hours	<input type="checkbox"/> 4-6 Hours
<input type="checkbox"/> 6-8 Hours	<input type="checkbox"/> 6-8 Hours	<input type="checkbox"/> 6-8 Hours

Work Environment

Attribute	Yes	No
Chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dampness	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fumes/Gases	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heat/Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>

This job will require the following:

Action	Frequent	Occasional	None
Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Repetitive Motions

- Simple Grasping
- Fine Manipulation
- Pushing and Pulling
- Finger Dexterity
- Foot Movement

ACKNOWLEDGEMENT

This position description is subject to change from time to time as Council's operational needs change and/or the organisation may be developed or restructured. Any such change shall be the subject of consultation with the position incumbent and others as may be deemed necessary or desirable. Further, it has been designed to indicate the general nature and level of work performed by employees within this classification and is not to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Chief Executive Officer
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	

ADMINISTRATIVE ACTION

Prepared By:	HR	Date Issued:	01/02/2023
Reviewed By:		Date:	