

## Depot and Stores Officer

### Position Details

<b>Location</b>	Alpha Jericho, Barcaldine, or Aramac Muttaborra District Regional work and travel as required
<b>Status</b>	Full time, Ongoing Subject to Councils capacity to pay, funding, and employee performance
<b>Industrial Instruments</b>	Queensland Local Government Industry (Stream A) Award – State 2017 Barcaldine Regional Council Certified Agreement 2022
<b>Classification</b>	Minimum level 3.1
<b>Reports to</b>	District Manager
<b>Direct Reports</b>	N/A

### About Council

Barcaldine Regional Council, located in the heart of the Central West of Queensland, is committed to providing exceptional services to the Barcaldine region, which includes the communities of Alpha, Jericho, Barcaldine, Aramac, and Muttaborra. With a wealth of talent within the organisation, and amazing facilities, we have created a vibrant workplace that blends old-fashioned, small-town charm with a rich indigenous history. We honour the Iningai and Bidjara peoples, the Traditional Custodians of this land, and embrace the diversity of Elders and community members.

Barcaldine Regional Council strives to provide our employees with a safe, secure, and supportive environment, where employees are encouraged to live by our values and reach their full potential. Our vision is to have a positive, sustainable, and innovative workplace, ensuring a bright future for all.

### Our Values



#### HONESTY

WE ALWAYS TELL THE TRUTH



#### EMPATHY

WE WILL SEEK TO LISTEN AND UNDERSTAND THE PERSPECTIVES OF OTHERS. WE WILL TREAT ALL WITH KINDNESS



#### ACCOUNTABILITY

WE WILL TAKE RESPONSIBILITY FOR OUR CHOICES, ACTIONS, BEHAVIOURS, PERFORMANCE AND DECISIONS



#### RESPECT

WE WILL BE PRESENT, VALUE OTHERS AND WELCOME DIVERSITY



#### TRUST

WE WILL GAIN THE TRUST OF OTHERS BY LIVING OUR VALUES

## Key Responsibilities

### General Responsibilities:

- Perform all depot and stores functions efficiently and effectively, including:
  - Ordering, receiving, issuing, and monitoring fuel, small plant items, tools, and external employee uniforms
  - Maintaining depot sheds and storerooms in a clean, neat, and tidy condition
  - Ensuring timely ordering of goods to maintain availability for Council works
  - Receiving goods and accurately recording items on invoices
  - Issuing store items to employees, ensuring accurate costing to the correct job number
  - Conducting regular stocktakes to ensure accuracy in Council's accounting system
  - Ensuring the security of stores and depot equipment by monitoring access points
  - Operating forklifts safely to handle stores items and move equipment around the depot
  - Collecting freight daily
- Provide timely and efficient administrative support to the depot team, including:
  - Assisting with organising and coordinating meetings
  - Reviewing employee timesheets in collaboration with supervisors
  - Answering depot phone calls and relaying messages
- Ensure accurate job costing for all maintenance, projects, and stores.
- Maintain records and systems in compliance with legislative requirements and confidentiality standards.
- Develop professional networks through effective verbal and written communications with stakeholders.

### Procurement:

- Perform procurement activities in alignment with Council policies, including:
  - Procuring goods and services for the outside workforce per Council's Procurement Policy
  - Ensuring purchase order processes comply with policies, procedures, and contractual obligations
  - Assisting employees, contractors, and suppliers in using the procurement system
  - Reviewing purchase requisitions to achieve cost savings and purchasing efficiency
  - Resolving internal and external queries related to purchase orders, deliveries, and invoices
  - Maintaining procurement documentation and audit trails in compliance with Council's Records Management System
  - Checking deliver advice, invoices, and purchase orders before forwarding them for payment
  - Replenishing employee canteen and office stationery supplies as required

### General Depot Maintenance:

- Maintain depot cleanliness and tidiness, including:
  - Watering lawns
  - Whipper snipping
  - Mowing
  - Weed poisoning
  - Rubbish removal

### Alpha and Jericho District Specific Responsibilities:

- Assist the Rural Lands Officer with pest management activities at the Alpha Clearing Dip Yard, including:
  - Ensuring dip levels are correct and chemicals used appropriately
  - Monitoring and maintaining chemical levels
  - Scratching and clearing cattle, horses, and bovine animals per Department of Fisheries and Agriculture guidelines
  - Feeding stock as required

## Fundamental Responsibilities

- Comply with all Council policies, practices, and procedures and fulfill Council reporting functions as required.
- Be aware of and comply with all statutory workplace safety legislation and Council's Work Health and Safety Management System, Work Health and Safety policies, procedures, and duty statements.
- Promote safe working practices and maintain a safe, neat and tidy work environment.
- Minimise wastage in all activities while ensuring safety and effectiveness remain uncompromised, adhering to environmentally responsible practices.
- Ensure the security and appropriate use of Council information at all times.
- Monitor personal qualifications and licences to ensure currency, and participate in formal and on the job training to assist in ensuring a satisfactory knowledge and skill base.
- Work cooperatively and effectively in a team environment, communicating reliably and regularly.
- Deliver high quality customer service within the organisation and to the public.
- Uphold high standards of ethical conduct and integrity in all activities.
- Actively engage with Council and community to identify needs and opportunities, and provide suggestions for improvement to enhance community well-being and foster sustainable development.

NOTE: Employees may be required to undertake additional duties within the limits of their skill, competence and training, consistent with their band level, and in any area of Council.

## Physical Demands and Work Environment

- In this role, you will occasionally be required to lift and carry heavy objects (weighing up to 10kg), with occasional repetitive tasks (bending, squatting, climbing, twisting, and reaching) and motions (simple grasping, fine manipulation, pushing and pulling, finger dexterity, and foot movement).
- Incumbents must possess adequate peripheral vision, hearing, depth perception, and colour discrimination to effectively perform the duties of this position.
- Incumbents will encounter occasional exposure to risks in the workplace which will require you to follow relevant site processes and wear the appropriate identified personal protective equipment (PPE) to ensure the safety of all employees.

## Essential Criteria

### Education:

- Completion of a year 12 certificate or equivalent.

### Licensing:

- Current Queensland class 'C' Driver Licence.
- Current General Construction Induction Card (White/Blue Card) or equivalent.
- High Risk Work (forklift) Licence (desirable but not mandatory).

### Experience and Knowledge:

- Previous experience in a similar role or in procuring goods and services.
- Previous experience in Local Government or other Government bodies (desirable but not mandatory).
- Demonstrated ability, or assessed capacity, to provide clerical and administrative support requiring a high degree of judgment, initiative, confidentiality, and sensitivity.
- Demonstrated ability to deliver efficient, friendly, and professional customer service and work collaboratively within a team environment.
- Strong communication skills (written and verbal) and well-developed interpersonal skills.

- Proficient self-management and time management skills, with the ability to multitask and work independently under limited supervision.
- Proficiency in operating computer systems and software, including Microsoft Office Suite.

### 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.

Approving Manager:	
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	