

Position Description

Position Title	Stores & Fleet Officer		
Department	Corporate & Sustainability	Position Number	C&S11
Grade	Grade 5	Location	Coonamble Depot Complex
Status	Permanent Full Time	Hours	38hrs week / 76hrs per fortnight
Reports To	Senior Stores & Fleet Officer	Industrial Instrument	Local Government (State) Award 2020
Date Revised	24/03/2021	Version Number	1
Direct Responsibilities	Store and Fleet Operations		

Council's Vision

Coonamble Shire is a connected, respectful and diverse community, working together in a healthy natural environment that supports our vibrant local economy.

Council's Mission

Through its undertakings, maintain and improve the services to ratepayers by the efficient and effective management of assets and the environment in response to community needs.

Position Summary

This position ensures the effective and efficient operations of Council's store and fleet requirements to ensure that all aspects are functioning efficiently and effectively. The position includes inventory control, stores requisitions, data entry, maintaining records and supporting plant and fleet administration for maintenance activities.

Position Benefits

- 9-day fortnight.
- Four (4) weeks annual leave per year.
- Superannuation paid by Council in accordance with legislative and scheme requirements.
- Employee Assistance Program (EAP).
- Council provided hi-vis and safety work wear and Personal Protective Equipment (PPE).
- Reasonable access to education and training, consistent with the individual's Employee Training Plan and Council's Annual Training Plan, Professional Development Policy and Budget.

Position Description

Key Responsibilities

Stores and Fleet Operations

- Run the store on a day to day basis, including the availability of stores, plant and materials to ensure the completion of scheduled works.
- Issue of stores, tools and equipment within Council guidelines and procedures and relevant documentation is completed.
- Assist in the operation of Council's stores and fuel systems, ensuring effective inventory control, accurate documentation, and accountability.
- Inventory is managed to ensure effective use of storage, bulk buying benefits, availability of stock and avoids over/under stocking.
- Account for excess or missing stock with explanations for variations are documented and valid.
- Preparation of statutory returns and assist stocktake activities (e.g. plant registrations etc.)
- Maintenance of databases and registers as directed.
- Registers are accurate and current at all times, including SDS for all chemical/substances on site.
- Assist in the operations of plant and stores financial accounting processes and recording, including data entry and correct job allocation.
- Transactions are processed, prepared correctly and processed within Council's accounting software system correctly.

Records and Finance

- Completion of accurate timesheets with job numbers, daily checklists, reconciliations and other work related documentation.
- Ensure compliance with Council's record management systems.
- Ensure that all critical processes and procedures are documented, including standard operating manuals.
- Seeks approval from Supervisor for expenses / claims, as required by Council's policies and guidelines.
- Ensuring that accounting transactions and records are in accordance with Council's Policies and procedures.

IP&R and Strategic Planning

- Contribution towards the goals outlined in Council's Delivery and Operational Plan and any other appropriate planning / reporting frameworks that are applicable to the scope of the position.

WHS and Environment

- Ensure all work is completed using safe work practices following safe work method statements, risk assessments, injury and incident reporting and other WHS requirements for own area of work.
- Documented SWMS, risk assessments and other risk management documents developed and implemented. All accidents, incidents and near misses reported within correct timeframe.
- To review & participate in environmental incident investigation and nominated corrective measures including the observation and reporting of any new environmental aspects and impacts.

General

- Provide excellent customer service to both internal and external customers.
- Promote the image of Council in a positive manner and actively promote good public relations.
- Behaviour complies with the Council's Code of Conduct, EEO and Anti-discrimination principles.
- Any other duties consistent with the responsibilities of the position as directed.

Position Description

Key Internal Relationships

Corporate & Sustainability Department Work collaboratively with the team to ensure service continuity and contribution towards efficient operations to support Councils plans, strategies and priorities.

Council Departments Collaborate with all Council Departments to ensure service continuity and a high standard of customer service.

Direct Reports Nil

Key External Relationships

External Stakeholders and Committees Represent Council and provide a high standard of excellence and professionalism to all stakeholders.

Delegations

- Nil

Position Description

Essential Requirements

Technical Requirements

- Sound literacy, numeracy and computer skills in order to complete required documentation and use relevant technical software.
- Demonstrated experience in a similar role (2+ years).
- Certificate III in Business Administration, Warehousing, or other relevant qualification.
- Knowledge of Stores and Fleet Operations preferably applicable to the local government context, with the ability to apply this knowledge.
- Ability to perform manual tasks with dexterity, including general construction, machine operation and fit to undertake the duties outlined in this position description, safely.
- Australian resident or equivalent or holding a Visa allowing employment in Australia.
- Demonstrated understanding of and commitment to the principles and legislative requirements of Work Health and Safety (WH&S).
- Class P, P2 or C Drivers Licence (unrestricted)
- WH&S Construction Induction (White) Card

Desirable Requirements

- HRW Forklift Licence (LF)
- Safe handling and storage of chemicals.
- Completion of relevant training courses and certificates.
- Local Government experience.

Selection Criteria

- Sound literacy, numeracy and computer skills in order to complete required documentation and use relevant technical software.
- Demonstrated experience in a similar role (2+ years).
- Knowledge of Stores and Fleet Operations preferably applicable to the local government context, with the ability to apply this knowledge.
- Certificate III in Business Administration, Warehousing, or other relevant qualification.
- Class P, P2 or C Drivers Licence and WH&S Construction Induction (White) Card.
- Takes the initiative to progress own and team tasks, contributes to the achievement of team/project goals through consistently delivering high quality work with minimal supervision.
- Pursues own and team goals with drive and commitment and is flexible, showing initiative and responding quickly to change.
- Commitment to safety and consistently act in line with legislation and policy.
- Ability to communicate clearly and effectively, work independently with minimal supervision, and contribute positively within a team environment.

I acknowledge and understand the requirements of the role as contained within this position description.

Signed:	
Name:	
Date:	