

# POSITION DESCRIPTION

<b>Position Title:</b>	<b>Depot Services Support Officer</b>
<b>Position Number:</b>	<b>10828</b>
<b>Directorate:</b>	<b>Strategic Projects &amp; Infrastructure</b>
<b>Reports to:</b>	<b>Waste &amp; Depot Administration Coordinator</b>
<b>Department:</b>	<b>Waste, Fleet &amp; Depot</b>
<b>Agreement:</b>	<b>City of Karratha Industrial Agreement 2023</b>
<b>Classification:</b>	<b>Level 3</b>

## 1. POSITION OVERVIEW

The Depot Services Support Officer is responsible for the monitoring and preparation of stock ordering including the management of uniform stocks and orders, cyclic stock takes and freight accounts management, monitoring compliance to the Council's Chemical Management System within the Operations Centre.

### 1.1 Position Objectives

- Ensure adequate stock levels are maintained including but not limited to Bulk fuels, critical parts/filters/spares, Outdoor uniforms, First Aid Kit replenishments, stationery and other consumable requirements.
- Ensure Council's Chemical Management System is monitored for the compliance at the Operations Centre.
- Ensure regular cyclic stocktakes are completed and discrepancy resolutions are followed up.

## 2. DUTIES & RESPONSIBILITIES

### 2.1 Chemical Management

- Liaise with OH&S to assist with the organisational procurement practises/guidelines for Chemical acquisition to ensure the Chemical Management System is maintained with approved and current products in the workplace.
- Ensure Risk Assessments are carried out on all hazardous substances as per legislative requirements liaising with OH&S in the process.

### 2.2 Purchasing

- Prepare and Authorisation of Purchase Orders for Stock in accordance with the Purchasing Policy and delegated authority
- Prepare and Authorisation of Purchase Orders for Non-Stock in accordance with the Purchasing Policy and delegated authority
- Prepare and Authorisation of Purchase Orders for services in accordance with the Purchasing Policy and delegated authority
- Reconcile and process freight accounts in a timely manner.
- Provide information and assistance in regard to freight facilities available.
- Process all Invoices to obtain delegated approvals, relevant PO notations and forwarding to Creditors for payment(s).
- Monitor and maintain register of Purchase Orders for goods/services not received on time or part delivery received.

### 2.3 Depot Services

- Stock discrepancy resolutions are followed up from reorder report.
- Ensure cyclic stock takes are carried out on a regular basis including the follow up for resolution of identified discrepancies.

- Ensure that stock items are monitored, and sufficient quantities are maintained to allow for cyclic increased or reduced demands.
- Ensure stock details are accurately recorded within the stock system.
- Ensure alternate Vendor details are accurately recorded within the stock system.
- Assist the Customer Services Officer – Stores with Goods receipt, Stock receipt and issuing of stock items as required.
- Issue fuels and oils when Customer Services Officer – Stores is not available.
- Reconcile fuels and oils stock issued when Customer Services Officer – Stores is not available.
- Assist with maintaining the Standpipe usage records, cost reconciliations and process associated Standpipe water usage invoices.
- Assist with maintaining the Horizon Power usage records, cost reconciliations and process associated Horizon Power usage invoices applicable to Infrastructure Services
- Develop and maintain quality relations with staff, contractors, other authorities and all other customers to ensure a high level of customer service is achieved.
- Assist with the controlled access to the Operations Centre sites by staff, contractors, and customers.

#### **2.4 Relief Duties**

- Provide backup relief duties to other Depot Services positions including Courier Service route, loading/unloading freight and logistics management.
- Any other duties consistent with the level of this position and the principles of broad banding

#### **2.5 Health & Safety**

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to their health and safety.
- Utilise the City's procedure for WHS Communication, Consultation and Issue Resolution.
- They will not misuse or damage any equipment provided in the interests of health or safety.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible.
- Other roles and responsibilities outlined in the WHS Management at the City of Karratha: Roles and Responsibilities.

### **3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)**

#### **3.1 Authority and Accountability**

- Demonstrated experience and knowledge of Chemical Management systems and stores procedures.

#### **3.2 Judgement and Problem Solving**

- Well-developed problem-solving skills demonstrated ability to follow logical system process.
- Well-developed numeracy skills.
- High level of attention to details and accuracy.

- Demonstrated ability in the areas of time management, working autonomously and within a team, organisation, initiative, problem solving and conflict management skills.

### **3.3 Specialist Knowledge and Skills**

- Developed keyboarding skills and a working knowledge of Microsoft Office suite.
- Working knowledge of Chem Alert Chemical Management System is desirable.

### **3.5 Interpersonal Skills**

- Effective communication, interpersonal, public relations, and negotiation skills
- Provide customer service, advice, information, and assistance to a range of people.

### **3.6 Qualifications and Experience**

- Demonstrated experience in office administration and attention to detail
- Working knowledge of Chemical Management systems desirable
- Completion of Year 12 Certificate and equivalent with English and Maths
- Current C class driver's licence
- National (or Federal) Police Certificate (no more than 6 months old)
- High risk Forklift Licence (or ability to obtain)
- First Aid Certificate (desirable)