

# POSITION DESCRIPTION

<b>Position Title:</b>	<b>Depot Services Officer</b>
<b>Position Number:</b>	<b>10703</b>
<b>Directorate:</b>	<b>Strategic Projects &amp; Infrastructure</b>
<b>Reports to:</b>	<b>Operations Centre Coordinator</b>
<b>Department:</b>	<b>Infrastructure Services</b>
<b>Agreement:</b>	<b>City of Karratha Industrial Agreement 2023</b>
<b>Classification:</b>	<b>Level 4</b>

## 1. POSITION OVERVIEW

The Depot Services Officer is responsible for assisting the Operations Centre Coordinator with the functions of the depot services team, the quality control of batch checking, the resolutions of discrepancies and the recording of inventory stored at the Depot including the disposal process.

### 1.1 Position Objectives

- Assist with the day to day operations of the Depot Services Team.
- Quality control batch checking.
- Stock discrepancy resolutions.
- Ensure all inventory for storage at the depot is logged, monitored and secured.
- Manage the storage and disposal process.

## 2. DUTIES & RESPONSIBILITIES

### 2.1 Purchasing

- Assist with the preparation of tender documents for the supply of goods and services as required.
- Assist with the provision of information in regard to freight facilities.
- Authorisation of Purchase Orders for Stock in accordance with the Purchasing Policy and delegated authority

### 2.2 Depot Services

- Assist with the day to day operations of the Depot Services Team functions.
- Cyclic stocktake recording, including the investigation and discrepancy resolutions.
- Assist with the preparation and carrying out of the annual stock take process.
- Maintain the private works register and issue invoice requests for the collection of monies due to the finance department.
- Maintain the Standpipe usage records and allocation of costs and process associated water usage invoices.
- Assist with the controlled access to the Works Depot sites by contractors, staff and customers.
- Ensure all inventory for storage at the depot is logged, monitored and secured.
- Ensure the loans register is maintained and controlled.
- Ensure the Key register is maintained and controlled.
- Develop and maintain quality relations with staff, contractors, other authorities and all other customers to ensure a high level of customer service is achieved.

### 2.3 Disposals

- Liaise with the Fleet and Plant Coordinator in relation to the disposal of Plant and Equipment, securing and maintaining a register of plant, equipment and miscellaneous items to be disposed of.

- Prepare detailed lists of assets/inventory items to present to CEO for delegated authority and/or Council for write off as appropriate.
- Co-ordinate the process and maintenance of records for disposal of Council's surplus items.
- Any other duties consistent with the level of this position and the principles of broad banding

## **2.4 Health & Safety**

Employees are responsible for ensuring that:

- 2.4.1 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.
- 2.4.2 They comply with all City policies and procedures relating to their health and safety.
- 2.4.3 Utilise the City's procedure for WHS Communication, Consultation and Issue Resolution.
- 2.4.4 They will not misuse or damage any equipment provided in the interests of health or safety.
- 2.4.5 Observe all safe working practices as directed by the supervisor.
- 2.4.6 Use and maintain protective equipment correctly.
- 2.4.7 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.
- 2.4.8 Other roles and responsibilities outlined in the WHS Management at the City of Karratha: Roles and Responsibilities.

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

### **3.4 Authority & Accountability**

- 3.4.1 Works under direct supervision of the Depot & Waste Services Admin Coordinator
- 3.4.2 Works in accordance with approved Council's policies, procedures and guidelines.
- 3.4.3 List any additional accountabilities such as delegations. If not required this can be deleted.

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

### **3.1 Authority and Accountability**

- Purchasing delegation in line with established procedures and authority limits

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

- Relevant knowledge of office administration, data and general ledger entry, stores and purchasing procedures.
- Sound numeracy skills
- Demonstrated ability with problem solving skills

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

- Developed keyboarding skills and a working knowledge of Microsoft office spreadsheet and word processing software and Access database as well as a good working knowledge of Synergy or similar corporate software.

### **3.4 Management Skills**

- Demonstrated ability in the areas of time management, working autonomously and within a team, organisational and initiative, skills.

### **3.5 Inter Personal Skills**

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

### **3.6 Qualifications and Experience**

- Completion of Year 12 Certificate or equivalent with English and Maths
- Current C class driver's licence
- Forklift Certificate of Competency
- First Aid Certificate is desirable
- National (or Federal) Police Certificate (no more than 6 months old)