

# POSITION DESCRIPTION

<b>Position Title:</b>	<b>Sanitation Administration Officer</b>
<b>Position Number:</b>	<b>11150</b>
<b>Directorate:</b>	<b>Strategic Projects &amp; Infrastructure</b>
<b>Reports to:</b>	<b>Sanitation Supervisor</b>
<b>Department:</b>	<b>Waste &amp; Fleet Services</b>
<b>Agreement:</b>	<b><i>City of Karratha Industrial Agreement 2023</i></b>
<b>Classification:</b>	<b>Level 3</b>

## 1. POSITION OVERVIEW

The Sanitation Administration Officer is responsible for providing administrative support to the Sanitation Services team.

### 1.1. Position Objectives

- Provide administrative support to the Sanitation Services team to assist in achieving organisational goals and objectives.
- Assist in the provision of an effective administration support service throughout the section, in cooperation with the other departments, through effective coordination and communication.

## 2. DUTIES & RESPONSIBILITIES

### 2.1 Administrative Support

- Provide customer service and administrative support to the Sanitation Services team.
- Coordinate all Street/Footpath and Sanitation Schedules.
- Maintain records of Street/Footpath daily activities including work completed, equipment usage and materials consumed.
- Maintain Contract financial spreadsheets, enter monthly invoices and all adhoc works as required.
- Action all customer service reports.
- Weekly/Monthly reporting as directed.
- Monitor and update any changes to position procedures and processes as required.
- Monitor, obtain quotes, create purchase orders and distribute supplies, PPE and other Sanitation services equipment/items.
- Attend meetings and prepare minutes for meetings as required, record, track actions and issue meeting minutes. This includes booking meeting room facilities, catering where applicable.

### 2.1 Purchasing

- Processing and reconciliation of Sanitation invoices ensuring they are presented in a timely manner for payment and in accordance with relevant contract terms and regulations.
- Obtain quotes from contractors and suppliers.
- Distribute supplies, PPE, and other Sanitation services equipment/items.
- Raising of Purchase Orders for goods and services, verification of works undertaken and the processing of accounts in accordance with the Purchasing Policy and delegated authority.

## **2.2 Health and 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 & Accountability**

- Works under direct supervision of the Sanitation Supervisor
- Works in accordance with approved Council's policies, procedures and guidelines.

### **3.2 Judgement & Problem Solving**

- Ability to problem solve with solutions found in established processes and procedures.

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

- Good numeracy and literacy skills.
- Developed keyboard and computer skills with a good working knowledge of Microsoft Office word processing and spreadsheet software.
- Sound organisational and time management skills with demonstrated ability to effectively manage multiple tasks and meet deadlines.
- Working knowledge of the local area.

### **3.4 Interpersonal Skills**

- Customer service skills with experience in a similar administration position, reception and word processing duties.
- Above average communication and public relations skills.

### **3.5 Qualifications and Experience**

- Previous experience in a similar role
- Current C class driver's licence
- Current National Police Clearance (no more than 6 months old)