

<b>POSITION TITLE</b>	<b>Stores Administration Officer</b>
<b>DEPARTMENT</b>	<b>Corporate &amp; Community Services</b>
<b>GROUP</b>	<b>Finance</b>
<b>LOCATION</b>	<b>Mareeba</b>
<b>CLASSIFICATION / LEVEL</b>	<b>LGOA Level 2</b>
<b>REPORTS TO</b>	<b>Supervisor Stores</b>

### Department Summary

The Corporate and Community Services Department ensures an integrated approach to the delivery of internal organisational services and the provision of external services of Council to the community.

Department business units include:

- Finance
- Corporate & Community Services
- Development & Governance
- Human Resources
- Information Systems

### Position Summary

The Stores Administration Officer is responsible for issuing and receiving material and stock at Council's Stores facilities and ensuring inventory levels are maintained.

### Key Responsibilities

- Assist the Senior Stores Officer to facilitate Council's inventory catalogue, including the creation of new items and ensuring bins are established for all new inventory lines
- Carry out regular and annual stocktakes for all inventory items in accordance with Council's external audit requirements and prepare reconciliations to submit to the Operations Accountant
- Assist the Senior Stores Officer with establishing database registers for daily issues of personal floating plant and loose tools from store facilities and ensure these items are in a serviceable condition for internal use
- Issue safety equipment and clothing to staff
- Liaise directly with Council staff and suppliers to ensure the timely supply of goods and services to Council
- Maintain Council's Floating Plant and Loose Tools database system
- Assist the Senior Stores Officer to maintain fuel sheets for depots, service stations and fuel trailers, input data into Council's Inventory Management System and maintain data collected for fuel rebate purposes
- Maintain Safety Data Sheet registers for all Council areas including depots, libraries, halls, water and sewerage treatment plants and contractors
- Process store requisitions and issues on Council's Inventory Management System on a daily basis
- Process purchase requisitions for stores inventory and non-stores items, receive orders when goods have been received and forward invoices to Creditors for payment

- Provide loading and unloading of goods/materials as required
- Liaise directly with suppliers to obtain written and verbal quotations
- Other reasonable duties as directed from time to time

### **Skills and Knowledge**

- Sound skills in the use of computer-based purchasing and stores systems
- Sound skills in oral and written communication necessary to liaise with internal customers and suppliers
- Awareness of statutory and legislative requirements regarding local government procurement
- Knowledge of Council's purchasing and stores policies, procedures and systems
- Awareness of ChemWatch or other type of system for the maintenance of Safety Data Sheets

### **Qualifications and Experience**

#### ***Essential (Mandatory for the Position)***

- Current Queensland C class driver's licence
- Year 12 certificate, or equivalent educational and/or industry experience
- Minimum 2 years' experience with inventory management, stock control and the day-to-day management of stores, goods and materials
- General Safety Induction Blue Card

#### ***Desirable***

- Dangerous Goods Licence
- Forklift ticket

### **Environmental Obligations**

All employees have a legal obligation to comply with environmental legislation and must comply with any Environmental Authority issued to Council to carry out activities. Clause 4.2.5 of the Employee Code of Conduct provides further detail on employee and supervisor compliance requirements.

### **Workplace Health and Safety Obligations**

All employees have a legal obligation to comply with WHS legislation. Employees must work in accordance with the Council Safety Management System – SAFE PLAN and comply with the WHS Responsibility Statement relevant to their position - see Schedule S3 attached.

**SCHEDULE S3**

**WHS RESPONSIBILITY STATEMENT**

**Workers**

All employees have a legal obligation to comply with WHS legislation, the Council WHS Management System (SAFE PLAN), WHS policies, procedures and work instructions. These operate to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

The following responsibilities apply to all employees, including permanent, part-time and casual employees:

1. Ensuring you keep up to date and comply with WHS legislation and SAFE PLAN (WHS Plan) and participate in the completion of Monthly Action Plans (MAPs)
2. Performing all work and associated functions in a safe manner
3. Complying with WHS policies, procedures, reasonable written or verbal work instructions issued by Council or its officers
4. Correctly using and maintaining all personal protective clothing and equipment supplied by Council
5. Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and/or to report hazards and risks in accordance with WHS procedures
6. Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Council property generally
7. Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage as requested
8. Attending relevant toolbox talks, team discussions or specific training organised by Council
9. Identifying the location of first aid treatment centres, fire protection facilities and evacuation procedures in the work area
10. Working in a manner that will not endanger you, other employees or the public
11. Cooperate with any reasonable instruction given by Council officers
12. Report any safety concerns to your supervisor
13. Ensuring compliance with National Heavy Vehicle legislative requirements relevant to this position.

I have read and understand the above position description and WHS Responsibility Statement S3					
<b>INCUMBENT NAME</b>		<b>SIGNATURE</b>		<b>DATE</b>	
<b>SUPERVISOR NAME</b>		<b>SIGNATURE</b>		<b>DATE</b>	

Last Review Date: 21/04/2023