

POSITION TITLE	Senior Stores Officer
DEPARTMENT	Corporate & Community Services
GROUP	Finance
LOCATION	Mareeba
CLASSIFICATION / LEVEL	LGOA Level 4
REPORTS TO	Supervisor Stores

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
- Customer & Community Services
- Human Resources
- Information Systems & Governance
- Planning & Building Services

Position Summary

The Senior Stores Officer is responsible for ensuring the effective running of inventory control and stores management, including the purchasing of store items, across Council's Stores facilities.

Key Responsibilities

- Assist the Supervisor Stores to undertake daily reconciliations to ensure integrity of data between Council's General Ledger and inventory records and resolve variances
- Liaise with coordinators and forepersons to ensure Stores facilities are suitably equipped with inventory and materials necessary for work to be undertaken
- Provide an efficient turnaround of requested materials for collection or delivery on a daily basis
- 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
- Prepare and maintain records for products and suppliers of inventory items
- 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
- Issue and receive floating plant and loose tools and maintain Council's Floating Plant and Loose Tools database system
- 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, receive orders when goods have been received and forward invoices to Creditors for payment

- Provide loading and unloading of goods/materials as required
- Maintain stores for Mareeba and Chillagoe aerodromes
- Undertake purchasing activities in line with Council policies and procedures and within the financial authority delegated
- Other reasonable duties as directed from time to time

Skills and Knowledge

- High-level 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
- Knowledge of statutory and legislative requirements regarding local government procurement
- Knowledge of Council's purchasing and stores policies, procedures and systems
- Knowledge 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 Council's Safety Management System – SAFE PLAN - and comply with the WHS Responsibility Statement relevant to their position - see Schedule S3 attached.

Employees may be required, at Council's discretion, to undertake First Aid Officer, Fire Warden and other Workplace Health and Safety related functions and roles in accordance with their WHS responsibilities as outlined in the Statement attached in Schedule 3. When employees are required to perform these functions and roles, Council will provide relevant training.

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. Support safety in the workplace by undertaking First Aid Officer, Fire Warden and other WHS related functions in your workplace
11. Working in a manner that will not endanger you, other employees or the public
12. Cooperate with any reasonable instruction given by Council officers
13. Report any safety concerns to your supervisor
14. 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.					
INCUMBENT NAME		SIGNATURE		DATE	
SUPERVISOR NAME		SIGNATURE		DATE	

Last Review Date: 3 July 2025