



BYRON SHIRE COUNCIL

POSITION DESCRIPTION

POSITION: **Stores Officer**

REPORTS TO: Stores and Procurement Officer

DIRECTORATE: Infrastructure Services

BRANCH: Works

CLASSIFICATION: Grade 4

STAFF: Nil

CONTACTS: **Internal**

General Management and staff at all levels

External

Customers

Consultants

Contractors

Government Departments

Community Organisations

POSITION OBJECTIVE:

To contribute to the efficient running and maintenance of store, depot yards and facilities in a tidy and well organised state.

To provide excellent customer service and deliver quality service outcomes.

To support the Stores & Procurement Officer achieve strategic outcomes by contributing to a continuous improvement program.

ORGANISATION VALUES:

You will demonstrate the Byron Shire Council's Organisational Values as an integral component of your position within the organisation.

It is expected that every action you take, as a representative of Byron Shire Council will be underpinned by a commitment and belief in our Organisational Values, which are:



WE LEAD WITH ENTHUSIASM
AND PURPOSE



WE ARE OPEN, HONEST AND
RESPECTFUL



WE FOSTER WELLBEING
AND CREATIVITY



WE ACHIEVE OUR GOALS AND
SUCCEED TOGETHER

KEY RESPONSIBILITIES:**Organisational Relationships**

- Contribute to corporate goals and harmony by accepting responsibility for own work, participating in a positive manner and contributing to workplace change.
- Contribute to a culture of continuous improvement and effective and enjoyable work practices and relationships.

Operations Management

- Ensure the accurate issue and receipt of materials and goods in a timely and efficient manner.
- Ensure accurate, timely data entry for issue and receipt of goods and materials.
- Conduct regular stock audits in conjunction with the Stores & Procurement Officer.
- Monitor stock levels on an ongoing basis to ensure inventory matches stock on hand.
- Research stock inconsistencies, to resolve and correct inventory levels.
- Analyse and determine stock placement to assist with ease of operations.
- Assist with Small Plant and Loan item hire process, and provide advice on use of items.
- Ensure resources (equipment, vehicles, plant, tools etc.) are used and maintained responsibly, safely and efficiently.
- Replenish First Aid Kits across Depot site as per scheduled program.
- Ensure Eye Wash stations and showers are maintained on a fortnightly basis.
- Ensure the Depot Backhoe and Forklifts at the Store are maintained regularly and complete daily Plant Checklists.
- Ensure direct charge goods e.g., pipes, bridge timber and returned goods are stored correctly.
- Maintain, clean, set up the training facility as required.
- Ensure depot yard and facilities are maintained in a tidy and well organised state.
- Maintain lawn and gardens in front of depot as needed.
- Clean/remove leaves and debris from roadway & guttering in front of depot offices weekly or as needed.
- Daily inspections to ensure depot yard and parking areas are kept neat and tidy, and no rubbish is returned and dumped in the depot yard or facilities.
- Daily inspections to ensure wash bays, storm water pits and traps are kept clean and tidy.
- Daily inspection to ensure depot perimeter fence is checked for damage and or vandalism.
- Liaise with ratepayers/customers when required and provide a strong customer focus in the implementation of Infrastructure Services functions.
- Undertake continuous learning process to act in the role, and perform backup duties in the absence of the Stores & Procurement Officer, to ensure procurement and operational functions are maintained.
- Assist the Stores & Procurement Officer by contributing to the Store's continuous improvement schedule for stock control and identification.
- Conduct operational activities to assist the Stores & Procurement Officer in meeting objectives of the strategic programme for future Store management.

Financial Management

- Ensure compliance with delegations of the position is maintained.
- Ensure that activities operate within budgetary constraints.

Human Resource Management

- Comply with Council's Code of Conduct, Equal Employment Opportunity, Work Health Safety, corporate and human resources policies and procedures.

Work Health & Safety Management

- Work in a safe manner having regard for the environment, self and others and contribute to the development and implementation of Council's and the Directorate's Work Health Safety and environmental management policies, protocols, procedures and practices
- Report all risks, hazards, incidents and injuries immediately to supervisor.

Other Duties

- Other such duties as required that are within the limits of the employee's skill, competence and training.

QUALIFICATIONS:

Nil

EXPERIENCE:

- Demonstrated experience in stores duties or equivalent.

KNOWLEDGE:

- Knowledge of Work Health and Safety principles and other legislation relevant to the area of work.

COMPETENCIES:

Demonstrated ability in;

- Ability to operate, maintain and provide advice to staff on the use of small plant.
- Ability to work positively within the Works Team and broader corporate organisation to achieve agreed outcomes.
- Ability to apply Work Health and Safety practices to minimise risk and ensure safe work practices are adopted in the workplace.
- Provide excellent customer service and deliver quality service outcomes.
- Coordinate, manage and prioritise own workload in a busy dynamic environment.
- Ability to independently research, analyse and resolve issues with stock.
- Apply high level interpersonal skills including the ability to communicate both in writing and verbally.
- Work independently and contribute positively to a team environment.
- Be flexible in your approach to work and adapt well to workplace change.
- Work to timelines within budget.
- Effectively use information technology.

SELECTION CRITERIA**Essential Criteria**

- Demonstrated experience in store operations with high stock turnover.
- Sound organisational skills and ability to plan and prioritise multiple tasks while consistently meeting agreed timeframes within a dynamic environment.
- Sound interpersonal skills and ability to provide excellent customer service and deliver quality service outcomes within strict timeframes as part of a multi-disciplinary team.
- Demonstrated commitment to Work Health and Safety, Equal Employment Opportunity and Cultural Diversity principles.
- Demonstrated computer literacy, with experience in MS Outlook, MS Word and excel.
- Current Safe Work High Risk licence to operate a forklift.
- Current Drivers Licence.

Preferred Criteria

- Certificate IV in Warehousing Operations.
- Demonstrated commitment to and understanding of process improvement principles.
- Experience in performing purchasing tasks.
- Demonstrated computer literacy, with experience in MS Word, Excel and accounting management software.
- Ability to contribute to a continuous improvement program.
- Current nationally recognised competency to operate a backhoe.

PRESENT OCCUPANT:

SIGNATURE:

SUPERVISOR:

Stores and Procurement Officer

SIGNATURE:
