

Carpentaria Shire Council Position Description

Position Title:	Works Cost Clerk
Position Status:	Permanent, full time
Department:	Engineering
Location:	Normanton Works Depot
Award Classification/Level:	LGO 3
Hours of Duty:	37.5 hrs per week
Award & Enterprise Agreement:	Local Government Industry Award and Carpentaria Shire Council Administrative Agreement
Reporting to:	Works Coordinator

Primary Objectives of the Position

This position is responsible for assisting the Works Coordinator and Workshop Foreman in performing a wide range of clerical duties associated with Council's Road Program and Fleet Management System. This position is based at the Normanton Works Depot

Key Duties & Responsibilities

Duties and responsibilities include but are not limited to:

- Providing direct administrative support to the Works Coordinator and Workshop Foreman;
- Job costing and assisting in the preparation of weekly timesheets;
- Recording and monitoring plant defect notices;
- Ensuring insurances and registrations on fleet items are current;
- Administrative duties associated with Council's Advanced Fatigue Management (AFM) Program; and
- Other duties and tasks deemed within accountability, skill and qualification levels.

Key Requirements

Licenses

- Current Class C Driver's Licence

Skills

- Previous experience in an administration role supporting a multi-disciplinary team.
- Ability to exercise good judgement, initiative and confidentiality in the performance of work.
- Excellent customer service skills.
- Must be willing to undertake duties in various Council work locations and teams throughout the Engineering Section.

Workplace Health & Safety and Equal Employment Opportunity Requirements

Work Health and Safety (WHS)

- Follow safe practices and procedures to perform your duties in a manner that does not put yourself or others at risk of harm;
- Actively participate in WHS inductions and training;
- Participate in the development of safe work method statements and risk assessments with your supervisor when required;
- Wear personal protective equipment (PPE) in the prescribed manner and when required;
- Participate in workplace inspections if required;

- Take care of any plant or equipment of any kind, including telecommunication devices;
- Report all hazards, near misses and damage to Council's property to the responsible Supervisor.

Injury Management

- Report all injuries or illnesses to the responsible Supervisor immediately;
- If injured at work, actively cooperate and participate with injury management obligations and return to work plans if applicable.

Risk Management

- Report any potential public liability and professional indemnity exposures in your workplace to the responsible Supervisor.

Equal Employment Opportunity (EEO)

- Recognise the skills and talents of other staff members;
- Treat people fairly;
- Act to prevent bullying, harassment and discrimination against others in your workplace;
- Respect differences among your colleagues and customers such as cultural and social diversity.