

Position Description

Position Title:	Storeperson
Directorate:	Infrastructure and Property
Service Unit:	Depot Operations
Salary Point:	6
Position Reports To:	Workshop Coordinator
Staff Management:	Nil Direct Reports
Budget Responsibility:	Nil
Date PD Reviewed:	October 2019

Organisation Context of Position

City of Newcastle employs over 900 staff and is responsible for a local government area of 187km². Newcastle has a population of 148,000 and is the business and cultural centre of the Hunter region, home to over 620,000 people. In the heart of the Hunter Region, City of Newcastle has a variety of locations across the City and encompasses 5 Directorates:

- Governance
- Strategy and Engagement
- People and Culture
- Infrastructure and Property
- City Wide Services

The purpose of the Infrastructure & Property Directorate is to:

- Ensure whole of life planning and maintenance of CN's built, physical and natural assets including infrastructure, plant and fleet assets.
- Manage the delivery of civil works and environmental projects across the LGA.
- Provide contract management services to CN, including the management of relevant works and services delivered by external providers, as well as leasing & property management.
- Provide services that improve presentation of the city, including city greening, graffiti removal and street cleaning.

The Service Elements that form the Infrastructure & Property Directorate are:

- Depot Operations
- Assets & Projects
- Civil Construction & Maintenance
- Property & Facilities

Workplace Health & Safety

WHS RAA Level	6
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For specific WHS Responsibilities, Authorities & Accountabilities applicable to this position, the position holder will refer to the WHS Responsibilities, Authorities & Accountabilities matrix in the WH&S Management System. The person accepting the position will be required to sign off that they have received and understood their WHS Responsibilities, Authorities & Accountabilities.

Position Responsibilities

- Maintain the mechanical workshop store with relevant spare parts and materials.
- Maintain general consumables and basic PPE kept in the workshop & store.
- Maintain and supply tools for workshop.
- Ensure workshop is clean and tools stored away properly
- Order requirements for store when stock levels have reached minimum levels.
- Record and maintain SDS for hazardous products kept in the store.
- Maintain records necessary for parts of vehicles and plant.
- Store dangerous goods in correct manner.
- Keep store clean and tidy with tools and parts in correct location.
- Keep track, process documents / invoices and delivery to team leader of incoming parts.
- Assist Parts Supply Officer when required:
 - To effectively dispose of surplus / redundant materials in accordance with CN's Asset Disposal Policy, ensuring maximum returns are received.
 - Electronic Requisitioning of catalogued items
 - Liaise with suppliers for part identification or confirmation
- Assist the tradesperson in the mechanical workshop with tools and parts
- Assist Team Leaders in office when required.
- Display a helpful attitude to workshop staff and customer to positively promote the Workshop.
- Couriers Services - for parts pickup and drop off internally and externally.
- Continually improve skills and knowledge for the benefit of the individual, the team and the organisation.
- Any other accountabilities or duties as directed by Supervisor / Manager which are within the employee's skill, competence and training.

Position Selection Criteria

Essential

1. Knowledge of inventory control procedures and store management.
2. Knowledge of purchasing and cataloguing systems.
3. Ability to prioritise and schedule daily workload and perform allocated duties with minimum supervision in an on demand environment.
4. Well-developed customer service skills and communication skills.
5. A reasonable level of literacy and numeracy.
6. Ability to work in a team based, multi skilled and cooperative work environment.
7. Current C Class Drivers Licence.
8. Knowledge of SDS and management of products in line with requirements.
9. Knowledge of various programs: Microsoft Office package (ie Word, Excel and Outlook), Chemwatch, FMIS.

Desirable

1. Knowledge of statutory requirements in respect to the storage and handling of hazardous goods, bulk fuels, gases, bulk liquids, power tools, lifting slings and chains and other relevant stock items.
2. Working knowledge of relevant WHS, environmental legislative requirements and safe operating procedures.
3. Knowledge of various parts for vehicles and plant plus associated trade tools.