

## Position Description

### Storekeeper



<b>Position Title</b>	Storekeeper	<b>Role ID</b>	IDSTO1
<b>Division</b>	Engineering	<b>Unit</b>	Roads and Stormwater
<b>Job Grade</b>	3A	<b>Award</b>	38
<b>Reports To</b>	Senior Storekeeper		
<b>Revised/Created</b>	January 2020 – Template updated		

### Primary Objective

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- To participate as a team member to provide services to the organisation, which are consistent with operational needs, through the timely procurement and supply of goods and services.

### Values Statement

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#### What We Value

Living and loving the Tweed.

We look after people and places, explore all opportunities and are proud of our passionate approach.

We care about each other, choose to be here, and are in this together.

We have conversations where everyone can contribute and we are willing to have a go.

We put back in to make a difference, so that our Tweed community is even better tomorrow than it is today.

### Organisational Environment

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#### ENGINEERING

The Engineering Division provides roads, footpath and cycleway, stormwater, flood mitigation, water supply and wastewater services to the Tweed community and is responsible for the planning, design, construction, operations and maintenance of the associated infrastructure.



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#### Roads and Stormwater Unit

The Roads and Stormwater Unit is one of four within the Division and provides road, footpath and cycleway, stormwater and flood mitigation services to the Tweed Community. The Unit is responsible for the planning and maintenance of all road (including bridges, footpaths and cycleways, and traffic facilities) and stormwater drainage (including flood mitigation) infrastructure assets throughout Tweed Shire. The unit is responsible for the preparation of Development Contribution Plans, traffic management and policy, infrastructure standards and specifications, infrastructure advice to the Planning and Regulation Division, and floodplain management and stormwater policy.

The Unit also provides mobile plant, store and depot services to the organisation.

As the Tweed Shire is a rapidly growing area, the demand for infrastructure is high. Efficient provision of this infrastructure must be balanced against the environmental concerns that accompany an area that is geographically and ecologically unique.

The work environment is busy, responsive to customer demands and requires regular adjustment of priorities and activities.

Council is committed to the principles of ecological sustainability in all operations and responsibilities.

#### The Position

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The position is responsible to the Senior Storekeeper and works with limited daily supervision.

The position is required to assist the Senior Storekeeper in applying technical knowledge and skill to respond to and evaluate materials requests and emergency repair requests and to quickly ascertain and undertake method of supply to ensure minimal response time.

The position is required to understand and interpret plans and design specifications to ensure correct and accurate procurement of required goods in a timely and cost effective manner.

The position is required to create and maintain accurate written and electronic records as required by Council.

It is essential that the incumbent possess excellent communication skills to effectively communicate across the organisation and with all Council's clients. Also the ability to gain a comprehensive working knowledge of the fittings and methods used associated with the maintenance and repair of heavy and light fleet, parks, sewer and water assets.

The position requires the use of computer skills and knowledge of Microsoft Office.

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The position uses Council's Financial Management Software to comply with organisational requirements for documentation of all stock and purchasing control.

The position is required to perform any other duties as directed by your Supervisor (within broad scope of job grade, skills and training)

### The work of the position includes, but is not limited to, the following:

Key Responsibility Areas	Associated Key Duties
1. Administration	<ul style="list-style-type: none"><li>• Undertake the correct and accurate issue and receipting of goods and equipment.</li><li>• Record all activities associated with issue/receipt process.</li><li>• Maintain catalogues of items purchased direct to projects. Quarantining catalogue items when earmarked for future projects.</li><li>• Assemble and maintain job lots of fittings for each project. Inclusion of quarantined items in the job lot. Ensure the timely replacement of borrowed items and their storage with the correct job lot.</li><li>• Ensure all follow up activities are recorded.</li><li>• Conform with Council's procurement contractual obligations and Council's stores and purchasing policies, protocols and procedures.</li><li>• Participate at staff meetings to enhance the service and procurement procedures.</li><li>• Assist in the development and implementation of Stores procedures and associated administrative tasks.</li><li>• Liaise and negotiate with internal and external customers, solving problems as they arise.</li><li>• Liaison with Contracts staff regarding catalogued items and contract fittings deliveries and orders.</li><li>• Liaise with Construction and Project Engineers on chain of custody of fittings.</li><li>• Assist in the development of Standard Operational Procedures.</li><li>• Research and recommend best value for money products for Council's use.</li><li>• Relieve Supervising Store Keeper if required.</li><li>• Assist in coordinating safety checks for operational equipment as required.</li></ul>
2. Store/Yard Operations	<ul style="list-style-type: none"><li>• Security of the store and depot yard during working hours, including recording of vehicle and visitors and locking/unlocking of gates.</li><li>• Recommend and implement layout of bays, bins and shelves for efficient use of space in all council Stores facilities and yards.</li></ul>

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	<ul style="list-style-type: none"> <li>• Set out and maintain defined areas (with appropriate signage) in compound for storage of various goods. Control placement of goods in the relevant areas.</li> <li>• Collection and storage of items for recycling.</li> <li>• Ensure that the depot(s) are kept to a high safety and environmental standard and that the workplace is maintained in a clean and safe manner, including housekeeping and landscape maintenance.</li> <li>• Validate goods quantity and description against supplier delivery slips.</li> <li>• Operation of loading equipment including a forklift – sometimes in a confined space. Conduct pre-start checks.</li> <li>• Evaluate requests for goods associated with the repair of all Council owned plant and equipment assets and make recommendations.</li> <li>• Be aware of the environmental impact of issued items ensuring that the operative is informed of the consequences of use and that the impacts are mitigated.</li> <li>• Undertake stock control and storage procedures. Regularly evaluate usage figures, arrange ordering to maintain stock levels, and recommend changes in stock levels appropriate to Stores location within council.</li> <li>• Responsible to carry out other duties as deemed appropriate by Senior Storekeeper or other appropriate authority.</li> </ul>
<p><b>3. Training</b></p>	<ul style="list-style-type: none"> <li>• Provide on the job training to trainees, casual or new staff members as required.</li> <li>• Attend and participate in further training and courses both internal and external which Council believes could be beneficial to the position and individual.</li> </ul>
<p><b>4. Work Health and Safety</b></p>	<ul style="list-style-type: none"> <li>• Responsible to take reasonable care of self and others in the workplace.</li> <li>• Responsible to co-operate with management with regard to WH&amp;S matters.</li> <li>• Responsible to comply with Council WHS management system policies, procedures and programs as appropriate.</li> <li>• Must not bypass or misuse systems or equipment provided for WHS and environmental purposes.</li> <li>• Must report any unsafe conditions, which come to their attention and address where possible.</li> </ul>

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	<ul style="list-style-type: none"><li>• Obtain and maintaining stocks of relevant MSDS when procuring chemicals and issue of the relevant MSDS when chemicals are issued to staff.</li><li>• Introduce and manage designated depot PPE zones.</li></ul>
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The position requires attention to detail, flexibility and the ability to contribute to the provision of client services across the work of the Unit. Also the capacity to respond to a busy work environment and provide other team members with assistance in times of high demand.

The position will apply Council's Enterprise Risk Management Policy and Protocol objectives as they relate to the position.

### Health Safety and Environmental System (HSES) Responsibilities

In accordance with Council's Work Health and Safety Responsibility, Authority and Accountability Protocol all employees are required to perform their duties in accordance with their job category. WHS Risk Assessments, Safe Work Methods Statements, Standard Operating Procedures and site specific requirements and instructions.

For details of WHS Responsibilities, Authority and Accountabilities, staff and candidates are to refer to the following Protocol:

[WHS Responsibilities, Authority and Accountabilities Protocol](#)

### Compliance Training Requirements

In accordance with Council's legislative requirement under the Work, Health and Safety Regulation 2017, new staff will be provided with access to relevant training, information and instruction in order to safely perform their duties.

### Infection Control and Immunisation Requirements

Council requires all incumbents occupying an identified position to undertake the course of immunisation outlined in the Infection Control Standard Operating Procedure.

For a complete list of identified positions and recommended immunisations, staff are to refer to the following Standard Operating Procedure:

[WHS Infection Control Standard Operating Procedure](#)

### Organisational and External Relationships

#### *Organisational Relationships*

- Store staff, workshop staff, staff responsible for operation of Council plant fleet, recreational facilities, roads and drainage, and sewer and water assets.

#### *External Relationships*

- Suppliers, contractors, community organisations, members of the public

### Location of Position

The position will be required to work out of any of Council's administrative offices, Depots or any other location within the Shire as directed by the supervisor. Transportation to and from work and to perform the duties of the position, is the

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responsibility of the employee. When a driver's licence is a requirement of a position, the licence class is included in the Selection Criteria.

### Delegations and Authorities

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#### Position of Trust

This position has been identified as a Position of Trust based on the duties and responsibilities of the position.

It is a condition of employment that employees occupying a Position of Trust provide consent on request, for the conducting of position specific identity and suitability checks e.g. Police and Credit Checks etc. These checks need to be reconfirmed on a regular basis.

### Selection Criteria

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#### Knowledge and Competence: (to be addressed in full when making application)

1. Completion of Certificate IV Warehousing & Storage or willingness to complete within twelve months of commencement.
2. Demonstrated competence in computer based systems.
3. Current Vehicle Licence – Car.
4. Current Forklift ticket.
5. Demonstrated capacity to work unsupervised and as part of a customer oriented team.

#### Desirable:

6. Demonstrated procurement experience including the ability to evaluate quotations and direct recommendations.
7. Knowledge of relevant safe work procedures or practices.

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#### Personal Attributes:

Personal Attributes and Cultural Fit will be addressed at interview.

Council is seeking personal attributes and work values consistent with Council's Corporate Values.

The table below details the minimum behavioural standards expected of incumbents of this position. [View the full Tweed Shire Council Capability Framework](#)

<b>Personal Attributes</b>	<b>Minimum Standard</b>
Manage Self	Foundational
Display Resilience and Adaptability	Foundational
Act with Integrity	Foundational
Demonstrate Accountability	Foundational
<b>Relationships</b>	
Work Collaboratively	Foundational
Communicate with a Customer and Community Focus	Foundational
Influence and Negotiate	N/A
<b>Results</b>	
Plan and Prioritise	N/A
Think and Solve Problems	Foundational
Deliver Results	Foundational
<b>Workforce Leadership (supervisory roles only)</b>	
Manage and Develop People	N/A