

Job Title & Position Number: Stores/Yard Assistant (Ref: 1226)

Level: 3

Line Manager: Depot Supervisor

Direct Reports: Nil

Location: Geraldton Depot

Date Reviewed: June 2024

1. Job Purpose

The Stores/Yard Assistant provides support to the store's operations through assisting with administration, yard operations, receiving and dispatching of goods, procurement and liaising with operational staff.

2. Organisational Context

The position of Stores/Yard Assistant is part of the Fleet Services branch within the Infrastructure Services Department. In total, four (4) branches report to the Infrastructure Services Director. Branches include Fleet Services, Project Delivery & Engineering, Climate, Environment & Waste, and Maintenance Operations.

3. Key Accountabilities

- Assist the Depot Supervisor with all depot operations tasks including receiving goods, dispatching stock items and maintaining the Depot(s) in a clean and safe condition.
- Provide staff and suppliers with advice regarding placement/storage and pick up of materials and equipment and ensure they are stored correctly.
- Maintain store inventories and provide information to staff regarding location and quantity of material stores and equipment in the storage areas. Raise requisitions and purchase orders as required.
- Maintain material stockpiles in a tidy state and consult with Depot Supervisor to ensure quantities are sufficient for the week ahead.
- Operate plant and equipment (including front end loaders, fork lifts or bobcats) to load or unload trucks for operations staff, contractors or suppliers.
- Ensure that regular routine daily maintenance is carried out on relevant plant and equipment with log books and pre-start checklists completed.

- Ensure staff and visitors are aware of and follow processes/procedures for Depot yard/store operations, including carrying out inductions for new employees, visitors and contractors as required.
- Lock and unlock all Geraldton Depot facilities daily for security and operational purposes. Carry out a weekly check of boundary fences, gate and locks.
- Complete a security lighting check of all depot buildings once a month and report faults.
- Carry out Geraldton Depot maintenance and general housekeeping, according to schedule and as required.
- Assist with maintenance and cleaning of pool vehicle fleet.
- Assist with monitoring and maintaining EKA cyber key system to allocate electronic keys and padlocks at the Geraldton Depot.
- Assist with logistics for City sponsored events.
- Assist with OSH issues and carry out testing and tagging inspections.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

4. Corporate Accountabilities

- **Human Resource Management & Leadership** – Participates in performance management processes; participates in L&D activities including induction, recruitment, and succession planning.
- **WHS** – Ensure duty of care compliance with WHS legislation and follow all health, safety and injury management processes appropriately, including the reporting of injuries, incidents, damage events and near hits.
- **Ethical Behaviour** – Demonstrates a positive commitment and compliance with all relevant legislation including but not limited to any form of workplace discrimination, harassment, victimisation and bullying and fraud and corruption, while ensuring compliance with the City's Code of Conduct and all City policies.
- **Records Management** - Ensures all documents are recorded in accordance with the City's Record Keeping Plan and policies and procedures. Ensures confidentiality is maintained at all times.
- **Budgets** – Manage the operational budget to ensure that expenses are controlled and monitored accurately. Report on budgetary deviations and develop strategies to enable forward planning as required.
- **Strategic Vision** - Articulates a clear picture of the future direction of the team and describes how current decisions will impact the ability to achieve this. Creates realistic

schedules and assesses opportunities and problems to assist in achieving the City's strategic objectives as required

- **Values** - create a positive working environment while upholding the City's STARS:

<p>SERVICE</p> <ul style="list-style-type: none"> • We will make customers the focus of everything we do. • Our service will be fair, flexible, innovative and reliable. • We will show genuine concern for customers.
<p>TRUST</p> <ul style="list-style-type: none"> • We will trust the foundation of all relationships. • We will rely and depend on each other. • Our communications will be open and genuine.
<p>ACCOUNTABILITY</p> <ul style="list-style-type: none"> • We will honour our commitments. • We will take responsibility for our own actions. • We won't blame others. • We will hold each other accountable for our actions and behaviour
<p>RESPECT</p> <ul style="list-style-type: none"> • We will treat others like we would like to be treated. • We will listen before we talk. • We will seek and value the contributions of others.
<p>SOLIDARITY</p> <ul style="list-style-type: none"> • We will be united in our decisions. • We will be united in our actions. • Our strengths will come from interdependence.

5. Selection Criteria

All criteria essential unless otherwise stated.

Qualifications and Experience

- Certificate IV in Building and Construction or similar trade/industry qualification relevant to role with appropriate on the job training and relevant experience
- MR Class Driver's Licence
- White Construction Safety Card
- Experience in managing depot materials, including loading and unloading of goods and maintaining stock inventory and records.
- Self-starter with ability to work effectively within a small team or autonomously.
- Experience in stock control software systems, purchase ordering systems and relevant obligations

- Experience in minor plant maintenance and operation
- Test and Tag certification (desirable)
- Experience in wheel loader, forklift or skid steer use (desirable)

Knowledge and Skills

- Knowledge of stores management and depot operations including stock control
- Developed written, oral and interpersonal skills for communication with customers and public
- Ability to use technology including PC, smart phone and tablet applications
- Sound mathematical, reading and computer skills
- Demonstrated values of service, trust, accountability, respect and solidarity and a commitment to quality and continuous improvement principles