



Position Description

POSITION TITLE:	Storeperson / Yardperson
REPORTS TO:	Fleet and Depot Overseer
LOCATION:	Kyogle Council Works Depot
WORK AREA:	Assets and Infrastructure Services
SALARY LEVEL:	Grade 3
REMUNERATION PACKAGE:	Superannuation Disability Allowance Access to a range of salary packaging benefits
HOURS OF WORK:	38 hours per week, 9 day fortnight

Our Mission

To meet the challenges of our unique and diverse region

Purpose of Position (purpose / objective of the position)

To provide efficient and courteous service as a member of Council's Store/Depot team in accordance with Council Policies and procedures.

Award Provisions

Award:	Local Government (State) Award 2017
Award Level:	Band 1 Level 3

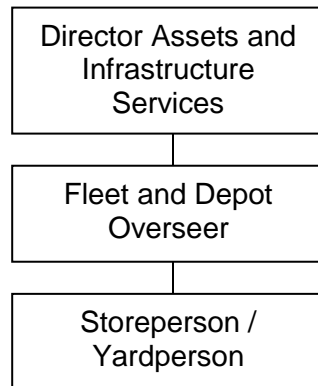
Organisational Relationships:
(the type of client/customer/community relationships that are critical to the effective functioning of the job)

WITHIN DEPARTMENT: Director Assets and Infrastructure Services
 Plant and Depot Coordinator
 Depot Support Officer

WITHIN COUNCIL Operational and salary staff

EXTERNAL TO COUNCIL Businesses and community
(e.g. community, business & other government) Government Departments
 Suppliers
 Contractors

Organisational Chart: *(Direct reporting relationships)*







Schedule of Duties

- Maintain and run Council's store in an efficient and effective manner in accordance with Council policy.
- Prepare and maintain a register of standards and specifications for regularly used items in consultation with end user.
- Complete standard forms and reports.
- Issue goods in accordance with tendering and procurement policy and clothing allocation procedure.
- Maintain an inventory of items received and issued.
- Ensure all first aid kits, chains and lifting implements are maintained and tagged.
- Provide support / relief to Depot Support Officer in the answering of phone and two way radio communications.
- Maintain Council's Depot and surrounds to a high standard.
- Use small plant and equipment relevant to position.
- Ensure that occupational health and safety requirements are adhered to during issuance of store supplies, chemicals and other goods and equipment.
- Presentation of store presents a safe and professional image.
- Ensures security requirements are implemented.
- Other duties as directed.
- Ensure Work Health and Safety is practiced in the workplace in accordance with relevant standards and council policy.

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Intermediate
	Display Resilience and Adaptability	Foundational
	Act with Integrity	Foundational
	Demonstrate Accountability	Intermediate
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Foundational
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	Deliver Results	Adept
 Resources	Finance	Foundational
	Assets and Tools	Intermediate
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity	Foundational	<ul style="list-style-type: none"> Is open and honest Tells the truth and admits to mistakes Follows the code of conduct, policies and guidelines Has the courage to speak up and report inappropriate behaviour and misconduct
Relationships Work Collaboratively	Intermediate	<ul style="list-style-type: none"> Encourages an inclusive, supportive and co-operative team environment Shares information and learning within and across teams Works well with other teams on shared problems and initiatives Looks out for the wellbeing of team members and other colleagues Encourages input from people with different experiences, perspectives and beliefs Shows sensitivity to others' workloads and challenges when asking for input and contributions
Results Deliver Results	Adept	<ul style="list-style-type: none"> Takes responsibility for the quality and timeliness of the team's work products Ensures team understands goals and expectations Shares the broader context for projects and tasks with the team Identifies resource needs, including team, budget, information and tools Allocates responsibilities and resources appropriately Gives team members appropriate flexibility to decide how to get the job done
Resources Assets and Tools	Intermediate	<ul style="list-style-type: none"> Uses a variety of work tools and resources to enhance work products and expand own skill set Ensures others understand their obligations to use and maintain work tools and equipment appropriately Contributes to the allocation of work tools and resources to optimise team outcomes

Essential and Desirable Criteria

Essential:

- School Certificate or equivalent
- Possession of a WorkCover forklift licence
- Possession of a Class C drivers licence
- Chemical Users Certification
- Experience in the storage and issuance of chemicals and associated safety requirements (e.g. storage requirements, compatibility and Safety Data Sheets (SDS)).
- Good communication skills (oral and written)
- Experience in storekeeping procedures.
- Proven ability to work independently and in a team environment.
- Experience in operation and basic maintenance of small plant items.
- Demonstrated knowledge and understanding of the principles and practices of Equal Employment Opportunity and Work Health and Safety and an ability to apply them to the work practices.

Desirable:

- Proven experience in computer operation and working knowledge of computer based stores system.
- Experience in Local Government

Verification of Qualifications

Guidelines:

- All original certificates or tickets must be sighted by Council.
- Falsely claiming qualifications/tickets will lead to dismissal and/or prosecution for any relevant offence.

Working with Children Check

The position is subject to the requirements of the Child and Young Person Protection legislation and all applicants will be required to complete a Prohibited Employment Declaration at the time of their application.

Job Specific Skills and Performance Standards Required

NB: This section of the position description will be used to assess staff in the job specific skills. Staff are expected to have achieved the performance standard required of all skills within each step before progression to the next step.

Skills	Performance Standard Required	Standard met? Yes/No (evidence required)
Entry Level		
Answer and process enquiries/requests on store functions.	<ul style="list-style-type: none"> • Answers/requests for action or information are handled assertively and diplomatically using correct protocols, and confidentiality is maintained where appropriate. • Accurate information is recorded or relayed to provide the service requested. • All processes involved are carried out within the agreed Council timeframes. • Provides accurate and courteous service in relation to purchasing (involving telephone enquiries and customer service) 	
Complete standard forms and reports (such as leave forms, accident reports, timesheets)	<ul style="list-style-type: none"> • Print and write information legibly and clearly. • Understands Council procedures relating to regularly used standard forms and reports. • Completes forms to agreed timeframes. 	
Undertake and observe employment conditions and Council Human Resources Policy and procedures (such as rules regarding alcohol consumption during work, using plant items for work use only, wearing issued uniform)	<ul style="list-style-type: none"> • Able to interpret regularly used employment conditions, policies and procedures • Adheres to Employment Conditions and Council Policies and Procedures. • Conducts all areas of work practices and procedures in a manner that conforms to Council principles and practice of Equal Employment Opportunity, Environmental protection and Ethical Conduct. 	

<p>Implement WHS in the workplace</p>	<ul style="list-style-type: none"> • Understands WHS as it applies to their immediate work area. • Understands risk management issues as they apply to their immediate work area • Able to practically apply basic WHS in their daily work • Uses protective clothing and equipment as appropriate for their work. • Complies with Council policies and procedures on a safe workplace (eg., no smoking, alcohol in the workplace) • Provide education and advice on correct use of personal protective equipment. 	
<p>Receive, Issue and Audit of Store Stock</p>	<ul style="list-style-type: none"> • Check incoming stock against orders and delivery documentation. • Identify and record variations and follow up as required. • Inspect items for damage, discrepancies and the like and follow up as required. • Transport all stock to the appropriate storage area promptly, safely and without damage. • Store stock in the appropriate location and in accordance with Council policies and procedures. • Record stock levels accurately. • Label stock accurately. • Rotate as appropriate. • Check on the quality of stock at regular intervals. • Dispose of excess stock in accordance with Council policies and procedures. • Issue stock in accordance with Council procedures and guidelines • Maintain inventory of stock • Create routine stock reports. • Documentation is delivered to Creditors Section daily and / or within two days of preparation. 	

<p>Handles Chemicals and other hazardous materials safely</p>	<ul style="list-style-type: none"> • Understands and is able to identify chemicals regularly used in the workplace. • Utilises chemicals safely in accordance with Safety Data Sheets (SDS) and Council safety standards. • Uses and stores chemicals and hazardous materials in the appropriate manner to minimise risk. 	
<p>Use of Technology</p>	<ul style="list-style-type: none"> • Able to apply basic organizational software packages to facilitate work. • Understands job specific software to facilitate work. 	
<p>Operate a fork lift</p>	<ul style="list-style-type: none"> • Possesses the appropriate forklift licence and ticket. • Loading, moving and unloading is completed without causing damage to any workplace property or vehicle sections, systems or components. • Hazardous materials in relation to the load requiring lifting are identified and apply the appropriate care/safety requirements. • Forklift is operated correctly and safely in performing loading/moving and unloading duties according to licensing and legislation requirements. • All forklift operations are carried out according to industry regulations and guidelines, WHS legislation and council procedures and policies. 	
Step 1		
<p>Implement Records/Information Management</p>	<ul style="list-style-type: none"> • Maintains accurate records for work purposes. • Files materials accurately and according to Council's records management policies and procedures. 	
<p>Maintain and run Council's store</p>	<ul style="list-style-type: none"> • Prepares and maintains a register of standards and specifications for regularly used items in consultation with end user. • Council property is maintained to agreed standard. • Goods are issued in accordance 	

	<p>with tendering, procurement policy and clothing allocation procedure.</p> <ul style="list-style-type: none"> • Maintains an inventory of items received and issued. • First Aid Kits, Chains and Lifting implements are maintained and tagged in accordance with statutory regulations and Council policy. 	
<p>Maintain Security of the Store</p>	<ul style="list-style-type: none"> • Access and exit points are secured and monitored as required. • Movement of people and goods is monitored. • Appropriate security systems are implemented to protect stock. • Losses are investigated and reported to the appropriate personnel. 	
<p>Maintain Council's Depot and surrounds</p>	<ul style="list-style-type: none"> • Depot grounds and surrounds are maintained to ensure a safe work environment. • Depot and surrounds are maintained to meet the presentation standards of the Council. • Plant and equipment is operated safely and in accordance with manufacturer and Council requirements. • Safe work procedures and MSDS are followed during depot and surrounds maintenance activities. • Understands the use of and is able to use small plant and equipment (such as power tools) regularly used for depot and surrounds maintenance activities. • Understands the basic maintenance of small plant regularly used. • Under direction, stores all equipment, tools and machinery safely, properly and securely in compliance with manufacturer's and/or Council guidelines. • Reports any faults or problems to Mechanic. 	
<p>Operate a motor vehicle</p>	<ul style="list-style-type: none"> • Possesses a relevant motor vehicle licence • Demonstrate a safe track record in driving. 	

Step 2		
Problem Solving	<ul style="list-style-type: none"> • Develops practical solutions to daily work issues. • Applies a range of problem solving strategies. • Shows independence and initiative in identifying problems and solving them. 	
Manage Stock Levels	<ul style="list-style-type: none"> • Current and future requirements of stock are estimated. • Situations creating extra demand are taken into consideration. • Current usage of stock is monitored for wastage. • Determined optimum stock levels are maintained for constant productivity. • Receipt, storage and issue of stock is undertaken when required. 	
Report Generation.	<ul style="list-style-type: none"> • Generates reports from the store system as required. • Provides staff with various store reports as required. 	
Investigate and resolve complaints and requests	<ul style="list-style-type: none"> • Establishes details of the complaint/request. • Resolves complex issues; refers issue to the relevant officer if resolution not possible. • Identifies appropriate options for resolving the complaint or dealing with the request. • Advises Coordinator of any complaint 	
Step 3		
Undertake Stock Takes and Audits	<ul style="list-style-type: none"> • Stock takes are performed and completed with specified time frame. • Checks are put in place to record items accurately. • Appropriate counting procedures are followed. • All paperwork is completed accurately and within agreed timeframes. • Physical stock is reconciled with computer stock reports. • Discrepancies and variations are investigated as required. 	
Assist with depot	<ul style="list-style-type: none"> • Provides support to Depot Support 	

communication	<p>Officer in answering of telephone and operation of two way radio.</p> <ul style="list-style-type: none"> • Phone and two way radio are answered in a courteous and timely manner. 	
Provide Quality Customer Service	<ul style="list-style-type: none"> • The needs of the customers are researched, understood and assessed. • Resources are used effectively and efficiently to provide quality products and services to customers. 	
Risk Management and Problem Solving	<ul style="list-style-type: none"> • Identifies and classifies possible sources of risk. • Shows independence and initiative in identifying problems and solving them. • Identifies problems proactively and puts in place appropriate strategies to mitigate them. • Applies a range of problem solving skills to enable issues to be resolved without contravening any statutes, regulations or council policies. 	
Establish Purchasing Networks	<ul style="list-style-type: none"> • Relevant information is provided to end users and feedback is encouraged. • Information is used to make decisions on supply issues. 	
Training and Instruction in the operation of the store	<ul style="list-style-type: none"> • Is able to instruct and train others in the operation of the store to ensure that the work is carried out safely and is in compliance with manufacturer's and Council guidelines and procedures. • Able to instruct others in basic maintenance and pre-start requirements for plant. 	
Step 4		
Development of Work Procedures Guides.	<ul style="list-style-type: none"> • Manuals and user guides are accurate and user friendly. • Consideration is given to the user and the environment in which the manual/guide will be used. • Responsibility for all updates and changes to the procedures or manuals is assigned or designated. 	

	<ul style="list-style-type: none"> • Feedback is sought on the content and presentation of the manual/guide. • Manuals and guides are updated and modified as required to match current operations. 	
<p>Apply up to date knowledge of storage of chemicals and other hazardous substances and store management</p>	<ul style="list-style-type: none"> • Keeps up to date with advances in the area of expertise and what is happening in related industries. • Demonstrates a wide and practical understanding of chemical and hazardous substance and store management. • Uses up to date knowledge and apply it successfully in storing of chemicals and other substances in the store. • Uses knowledge to keep other staff up to date with the use of chemicals and any changes needed in the use of same. • Demonstrates knowledge of relevant Australian Standards relevant to personal protective equipment. 	
<p>Undertake Process Improvement</p>	<ul style="list-style-type: none"> • Processes are monitored and inconsistencies are identified by comparing processes for similar tasks. • Ideas for improvement are given prompt consideration and feedback to maximise possible benefits. • Ideas are discussed and evaluated with other staff to determine viability. • Ideas are assessed against existing practise, precedent and any legislative or Council restrictions. • Judgment is used on the assessment of ideas. • Other staff are involved so that all aspects can be considered. • Regular opportunities are provided to consider alternative approaches to process improvement. • Change is monitored to see that anticipated benefits are realised. • All areas affected by change are advised promptly to minimise disruption and encourage commitment. 	

Assists in Policy Review and Implementation	<ul style="list-style-type: none">• Provides input in the review and development of Council policies in relation to store management matters that reflect the WHS and other store management objectives of the organization (eg PPE allocation procedure).• Includes resourcing implications of implementation and review mechanisms in policies.	
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Acceptance of Position Description

I, _____, have read and understood this position description and agree to the conditions and responsibilities contained in it. I intend to commence duties as Storeperson – Yardperson on _____ (date)

Signed: _____

Date: _____