



Position Description

DEPOT ADMINISTRATION OFFICER



VALUE-YORK

PRINCIPLES

We are a customer service focused organisation for internal and external customers, as individuals and an organisation we:

- are nimble and dynamic
- demonstrate initiative, are accountable for our actions and responsibilities
- are open to partnerships
- demonstrate our pride in our work and community
- model mutual respect and are inclusive, welcoming all people
- are transparent in how we do things
- work hard on building our resilience

These Principles are supported by the values of the Shire:



Empathy



Courage



Respect

Aspirational Value



Excellence



Position Description: Depot Administration Officer

Position Number: Y026

Purpose: To provide day-to-day administration to support the successful operations of the Works Depot.

Role Responsibilities

- Support the effective and efficient operations of the Works Depot including both the Works team and Project & Assets teams.
- Undertake procurement for the Depot team in accordance with the Shire policy, including raising of purchase orders, receiving, and checking of invoices, reporting the breakdown of charges against jobs or assets.
- Provide weekly update reports to the Executive Manager Infrastructure and Development Services (EMIDS) on works completed by the depot team.
- Liaise regularly with Shire staff and contractors on procurement and supply matters.
- Undertake the control of Depot related stock items (e.g. Petrol, diesel, 2stroke, cement etc).
- Record and ensure all action requests are responded to, forwarded to Depot staff and completed before contacting the community member to advise on the outcome.
- Ensure all correspondence and related matters are recorded in the Shire approved record system.
- Liaise, where necessary with other Local Governments to gain advice on service provider information as part of an ongoing review of service quality and price.
- Management of office consumables.
- Attend monthly toolbox and assist with minute taking.
- Ensure all depot related forms, folders and other documents are kept up to date.
- Attend and be an active member at the Shire's Events Meetings.
- Regularly update and monitor the Shire of York's Clozure App.
- Record the Shire use of standpipe water and report to the Finance team.
- Manage the depot gate access register and undertake visitor management for the Depot site.
- Management and ordering of all operations team uniforms.
- Other duties as required or directed by Supervisor.

Performance of Duties

- While on duty, staff will give their whole time and attention to the Shire of York's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Shire.
- Staff must also perform their duties impartially and in the best interests of the Shire of York uninfluenced by fear or favour.
- The Shire of York recognises its legal obligations under the *Equal Opportunity Act, 1984* and amendment 1992 and will actively promote equal opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, age, marital status, pregnancy, race, disability, religious or political convictions.
- Staff must comply with all Shire policies and procedures including but not limited to *Policy 08 Employee Code of Conduct*.
- Staff must comply with *State Records Act 2000* Record Keeping requirements and legislation. All employees of the Shire of York are responsible for ensuring the records relating to the business activities of the Shire are captured into the electronic record system.
- The Shire is committed to Work Health and Safety in all areas of the Shire's operations and requires you to comply with the requirements of Section 28 of the *Work Health and Safety Act 2020 WA*.
- Be an active and engaged member of the Infrastructure team who adds value by completing high quality work and who is a positive team member.

Required Skills and Qualifications

Essential

- Well-developed communication skills.
- Intermediate / advanced computer literacy (Microsoft Suite).
- Demonstrated numeracy skills.
- Demonstrated report writing skills.
- Demonstrated trouble shooting and problem-solving ability.
- A proven self-starter who shows initiative and takes pride in their work.
- Developed written communications skills.
- Proven time management skills.
- Valid C Class Drivers Licence.

Desirable

- Previous exposure to the operations of Local Government or previous experience in a construction field.
- Previous experience or exposure to the Altus and Synergy Records system.
- Working knowledge of the local area.

Level of Authority and Organisational Relationships

Reports to:

Operations Technical Officer

Direct Reports:

Nil

Internal Liaisons:

- Executive Manager of Infrastructure and Development Services
- Finance Team
- Depot Staff
- Administration staff

External Liaisons

- Contractors, suppliers and courier
- Shire customers

Conditions of Employment: Full Time (Contract – 6 months)

Classification: Level 3 - Inside Staff EA

Location: Shire Depot

Position and Conditions Acceptance

Employee Name: _____

Signature: _____

Date: _____

Direct Manager Name: _____

Signature: _____

Date: _____

Last Position Description Review

Date: / /

Next Review Due

Date: / /