

POSITION DESCRIPTION

Position Title:	Fleet Support Officer
Position Number/s:	INF-B119
Employment Type:	Full Time; Limited Tenure, Up to 6 months
Agreement:	Charters Towers Regional Council Union Collective Certified Agreement 2023
Award:	Queensland Local Government Industry (Stream A) Award – State 2017
Classification:	Level 2
Directorate:	Infrastructure Services

POSITION OBJECTIVE

Under general direction, this position is responsible for the timely, accurate and efficient sourcing of parts and materials, and for maintaining Fleet systems with up to date and current data.

ORGANISATIONAL RELATIONSHIPS

Reports to: Fleet Support Team Leader

Directly supervises: Nil

DELEGATIONS

In accordance with Charters Towers Regional Council's Register of Delegations.

KEY RESPONSIBILITIES

1. Provision of timely, accurate and efficient sourcing of parts and materials for Council's Fleet Services function, including picking up parts/materials as required.
2. Provide recommendations to key stakeholders on the appropriate purchasing of parts and materials.
3. Develop and maintain strong relationships with key stakeholders both internally and externally to achieve successful outcomes for the organisation.
4. Accurate and timely reconciliation and payment of parts and materials procured.
5. Timely recording and processing of data into Fleet programs.
6. Provide notification to senior officers regarding legislative compliance changes issued.
7. Support Fleet Services with administrative tasks as required.
8. Backfill support for other roles within Fleet Services.
9. Comply with Council's Workplace Health & Safety (WHS) Management System including; WHS policies, SWMS, procedures and lawful instructions or directions given in the workplace. Employees must comply with their obligations under the *Work Health and Safety Act 2011*. These obligations include reporting of injuries, incidents and hazards, not to wilfully injure yourself or someone else and wearing and maintaining personal protective equipment according to Council procedure.
10. Comply with reasonable and lawful directives given in the workplace and undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

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POSITION REQUIREMENTS

| Knowledge, skills and abilities |

Essential:

- A sound mechanical aptitude in order to accurately interpret and procure parts.
- Parts inventory / warehousing administration experience.
- High level attention to detail with experience in data entry and maintenance.
- Ability to work independently or within a team in a professional and positive manner with the ability to be tactful, discreet and maintain confidentiality.
- Well-developed verbal and written communication skills including the ability to liaise with a wide range of people at all levels.
- Ability to contribute towards the establishment of guidelines and procedures to support continuous improvement and effective outcomes.
- Well-developed computer skills in the Microsoft office suite, and other applications and business systems relevant to the requirements of this position.
- Ability to be adaptable and flexible within a rapidly changing workplace.
- Proven time management and organisational skills.

Desirable:

- Sound understanding of procurement and purchasing principles preferably in a local government context.

| Education/Qualifications |

Essential:

- Possession of a General Safety Induction Certificate (Construction Industry) "Blue/White Card".

Desirable:

- Certificate III in Business Administration.
- Certificate III in Parts Interpreting.
- Certificate III in Warehouse Logistics.

| Licences |

Essential:

- Possession and maintenance of a current Queensland 'C' class drivers' licence.

PHYSICAL REQUIREMENTS/POSITION ENVIRONMENT

- This position requires sufficient physical ability to work in a shared office setting, which involves prolonged periods of sitting and/or standing at a desk and operating a computer and telephone.
- This position is required to carry out manual handling, bending, kneeling, twisting, squatting, lifting and carrying, standing for long periods, physical labour.
- This position may require the incumbent to undertake periodic field work exposed to inclement weather.
- This position may be required to travel in order to undertake activities, etc.
- This position may be required to work weekends and/or overtime as directed.
- Council is committed to providing and maintaining a safe and healthy workplace. This includes taking all steps that are reasonably practicable to prevent the spread of preventable occupational diseases. In accordance with Councils P0199 Vaccinations and Health Monitoring Procedure, positions exposed to occupational diseases will be subject to the Workplace Immunisation Program.

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POSITION DESCRIPTION AUTHORISATION

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Charters Towers Regional Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Supervisor: _____ **Signature:** _____
(Name)

Date: _____

Executive Manager: _____ **Signature:** _____
(Name)

Date: _____

POSITION ACCEPTANCE

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Incumbent: _____ **Signature:** _____
(Name)

Date: _____