



Our Purpose

To provide safe, customer-focused, integrated and efficient transport services.

Position Title Stores Officer	Level 2	Position Number 34919
Division/Directorate Network & Infrastructure	Branch/Section Administration	
Effective Date August 2016	Health Task Risk Assessment Category 3	

Reporting relationships

Superordinate: Inventory & Logistics Coordinator, Level 5
Subordinates: No Direct Reports

Key role of this position

Provides support in stock control, warehousing and distribution of items to customers safely and efficiently.

Core duties and responsibilities

General

- Responsible for the supply of stores items to all Network & Infrastructure disciplines.
- Uses the Computerised Maintenance Management System (CMMS) supply system to receive and dispatch goods, ensure correct costing and quantities.
- Picks, packages/palletises and organises freight of orders as sought through the (CMMS) in a dynamic fast paced environment.
- Maintains cleanliness and tidiness of storerooms and distribution areas, ensuring disposal of packaging materials is undertaken in a safe environmentally friendly and cost effective manner where possible.
- Monitors and maintains all forklift maintenances tasks and gas depositories throughout the depots ensuring gas levels are maintained.
- Monitor stock levels for critical spares and spare parts.
- Ensures all weekly inspections are carried out and recorded.
- Conduct regular cycle counts and assist in annual stocktakes.
- Keep clear and precise records.

Stock Management

- Ensures CMMS system is set to allow cycle stock counts, carries out counts and records results.



- Monitors all stock lines to ensure stock rotation and expiry date awareness on a first in first out basis (FIFO).
- Ensures goods arriving in the warehouse are not damaged or in dangerous condition.
- Maintains quarantined goods areas in accordance with the applicable standards and control directives.
- Follows and adheres to the quality material management procedure.

Continuous Improvement

- Develops and maintains skills suited to position.
- Participates in orientation, training, compulsory lectures (for example: manual handling), staff performance development and quality improvement programs.
- Continuous improvement and delivery of lean methodology.

Safety Management

- Ensures full knowledge of safe operations of all lifting and goods handling equipment and monitors charge levels of batteries, equipment ready for use.
- Ensures correct wearing of safe clothing, footwear and personal protective equipment
- Assists with all staff to ensure the security and safety of all working areas and that unauthorised entry is minimised.
- Keeps distribution areas neat, tidy and in compliance with Occupational Health and Safety (OH&S).

Other

- Other duties as directed by line manager or their delegate.

Work Related Requirements

1. Job Specific

- Previous experience in a warehouse or stock handling environment delivering targeted results.
- Ability to work both independently with little supervision and as part of a team.
- Physical ability and willingness to move bulky/heavy items safely utilising available lifting equipment as necessary.

2. Communication and Interpersonal

- Demonstrated effective written and verbal communication skills, customer service skills and competency with figures.

3. Organisation

- Demonstrated ability to prioritise workload and be adaptable to a changing environment

4. Conceptual, Analytical and Problem Solving

- Able to analyse data with a high level of accuracy and attention to details.

5. Computer Literacy

- Knowledge and experience in the use of spreadsheets (Microsoft office), stock management systems and data entry packages.



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Special Appointment Requirements

- Satisfactory completion of required medical examinations to verify physical fitness to perform the duties of the position.
- Provision of a current National Police Clearance Certificate, dated 3 months or less from the date of application for the position.
- Possession of a current Western Australian 'C' Class Driver's License or the equivalent. This requirement continues for the duration of employment in this position and from time to time, production of the license on request by the PTA may be required.
- Applicants must meet the requirements shown below within an agreed period of time following appointment. Cancellation of the appointment will occur where the applicant does not meet the requirements within the agreed period of time:
 - Forklift license.
 - Ability to work shift work and weekend work when required.
 - Basic Workplace First Aid Level 1.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Managing Director / Executive Director / General Manager

.....
Signature

.....
Date

Employee

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the PTA's Code of Conduct and the PTA's Values.

.....
Signature

.....
Date



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