



POSITION DESCRIPTION

Position Title:	Infrastructure Resources Officer
Position Number:	1080
Location:	Wurrumiyanga
Reports to:	Fleet & Buildings Manager
Designation:	LGIA Level 7 - 8
Employment Status:	Full Time

OBJECTIVES OF THE POSITION

This position will provide high level support to the Fleet & Buildings Manager.

This position will ensure the effective and efficient coordination of vehicle, plant and equipment parts and stores and support others undertaking similar work related to Council buildings and works undertaken by Council's tradesmen.

KEY RESPONSIBILITIES

- Ordering, receiving and returning of workshop consumables, such as gas bottles and oxy cylinders
- Establish and maintain records and regularly report on fleet bookings and vehicle inspections
- Manage ordering, receiving and receipting of workshop related stock and spare parts
- Manage ordering, receiving and receipting of bulk fuel supplies
- Maintain records of all inspections and works undertaken on staff housing, including provision of furnishings, white goods, fittings and kitchenware
- Maintain records of all works undertaken on Council buildings and ensuring costs are allocated to the correct budget area
- Update & maintain records of all works undertaken for other organisations, including Territory Housing, and ensuring costs are allocated to the correct budget area
- Respond professionally to telephone and direct office enquiries
- Process purchase orders, monitor delivery of goods and ensure the receipting, collection and safe storage of goods received
- Other duties as required

SELECTION CRITERIA

Essential

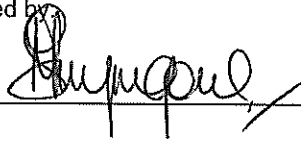
1. Computer literacy skills and experience with email, word processing (eg Word) and spreadsheet (eg Excel) programs
2. Good interpersonal skills, with an ability to communicate effectively to a wide audience, including mechanics, trades people, senior management and contractors
3. High level organisational skills
4. Show initiative and can work independently
5. Ability to work with mechanics and trades people in a cross cultural environment
6. Previous knowledge and experience in fleet and/or buildings stores
7. Hold a current drivers licence

Desirable

1. Experience working with Indigenous people in remote areas
2. Awareness and understanding of WH&S issues

Approved by:

CEO:



Date:

7/7/16
