

Job Title & Position Number: Depot Supervisor (Ref: 1225)

Level: 5/6

Line Manager: Manager Fleet Services

Direct Reports: Stores/Yard Assistant

Location: Geraldton Depot

Date Reviewed: March 2024

1. Job Purpose

This position is responsible for the administration and management of construction and maintenance supplies in consultation with relevant supervisors and depot administration staff. The Depot Supervisor manages the day-to-day maintenance and security of the depots operated by the City. Furthermore, the role coordinates inspections, servicing and compliance of depot safety mechanisms as well as minor plant procurement, disposal, allocation and maintenance.

2. Organisational Context

The position of Depot Supervisor is part of the Fleet Services branch within the Infrastructure Services Department. In total, four (4) branches report to the Infrastructure Services Director. Branches include Fleet Services, Project Delivery & Engineering, Climate, Environment & Waste, and Maintenance Operations.

3. Key Accountabilities

- Coordinate day to day depot stores and yard operations including but not limited to managing material stockpiles, booking out minor plant and equipment.
- Manage minor plant and equipment storage and bookings in accordance with the operational procedures, record and report any non-conformance to relevant Supervisor and/or Manager.
- Maintain depot fuel supplies and material stockpiles in a tidy state, ensuring quantities are sufficient at all times for the working week ahead.
- Ensure all depot stock is accurately recorded and have account numbers allocated for correct charging out or disposing.
- Undertake regular stock take of depot store and yard as per the stock take procedure.

- Manage and maintain a key and lock register, ensure the security integrity of depot locks and key allocation.
- Oversee Mullewa Depot operations, ensuring relevant processes for plant, equipment, stock management are in place and implemented.
- Purchase stock, equipment and minor plant items as required in accordance with the City's Procurement Policy and Procedure.
- Manage store and yard related supply contracts, monitor supplier compliance and organise contract renewals in accordance with City's Procurement Policy and Process.
- Induct and oversee employees and visitors attending Depot Store and Yard to ensure correct procedures of placement, storage and pick up of materials, plant and equipment are followed at all times.
- Assist employees and delivery drivers as required with loading and unloading trucks utilising appropriate machinery to do so.
- Coordinate regular inspections, servicing and compliance checks of depot safety mechanisms including and not limited to first aid kits, fire extinguishers, emergency evacuation plan and drills, electrical and equipment testing and tagging, emergency lighting, boundary fencing and electronic security systems.
- Support other departments with logistical requirements including generators and temporary fence supply as required.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

4. Corporate Accountabilities

- **Human Resource Management & Leadership** – Participates in performance management processes; participates in L&D activities including induction, recruitment, and succession planning.
- **WHS** – Ensure duty of care compliance with WHS legislation and follow all health, safety and injury management processes appropriately, including the reporting of injuries, incidents, damage events and near hits.
- **Ethical Behaviour** – Demonstrates a positive commitment and compliance with all relevant legislation including but not limited to any form of workplace discrimination, harassment, victimisation and bullying and fraud and corruption, while ensuring compliance with the City's Code of Conduct and all City policies.
- **Records Management** - Ensures all documents are recorded in accordance with the City's Record Keeping Plan and policies and procedures. Ensures confidentiality is maintained at all times.

- **Budgets** – Manage the operational budget to ensure that expenses are controlled and monitored accurately. Report on budgetary deviations and develop strategies to enable forward planning as required.
- **Strategic Vision** - Articulates a clear picture of the future direction of the team and describes how current decisions will impact the ability to achieve this. Creates realistic schedules and assesses opportunities and problems to assist in achieving the City’s strategic objectives as required.
- **Values** - create a positive working environment while upholding the City’s STARS:

<p>SERVICE</p> <ul style="list-style-type: none"> • <i>We will make customers the focus of everything we do.</i> • <i>Our service will be fair, flexible, innovative and reliable.</i> • <i>We will show genuine concern for customers.</i>
<p>TRUST</p> <ul style="list-style-type: none"> • <i>We will trust the foundation of all relationships.</i> • <i>We will rely and depend on each other.</i> • <i>Our communications will be open and genuine.</i>
<p>ACCOUNTABILITY</p> <ul style="list-style-type: none"> • <i>We will honour our commitments.</i> • <i>We will take responsibility for our own actions.</i> • <i>We won’t blame others.</i> • <i>We will hold each other accountable for our actions and behaviours.</i>
<p>RESPECT</p> <ul style="list-style-type: none"> • <i>We will treat others like we would like to be treated.</i> • <i>We will listen before we talk.</i> • <i>We will seek and value the contributions of others.</i>
<p>SOLIDARITY</p> <ul style="list-style-type: none"> • <i>We will be united in our decisions.</i> • <i>We will be united in our actions.</i> • <i>Our strengths will come from interdependence.</i>

5. Selection Criteria

All criteria essential unless otherwise stated.

Qualifications and Experience

- Degree in Logistics, Warehousing or relevant discipline and relevant experience or lesser qualification with significant experience
- MR Class Driver’s Licence (desirable)
- High Risk Work License with following classess Forklift and Dogging
- Accredited Front End Loader Operator

- Certificate IV in Leadership and Management
- First Aid Certificate
- Construction white card
- Test and Tag Certificate (desirable)
- Sound experience in managing depot materials, including loading and unloading of goods and maintaining stock inventory and records
- Sound experience in stock control software systems, purchase order systems and relevant obligations
- Sound experience in operating minor plant such as forklift, skid steer and front end loader
- Proven experience in minor plant maintenance, mechanical repairs
- Sound experience in supervising and working with a small team

Knowledge and Skills

- Sound knowledge of stores management, depot and fleet operations including stock control
- Comprehensive written communication skills including the ability to produce timely written reports, prepare and monitor budgets and complete general administrative tasks
- Sound interpersonal, negotiation, problem solving and conflict resolution skills to enable effective liaison with people at all levels
- Sound knowledge of computer software programs relating to stores management and Microsoft Office Applications
- Sound understanding of procurement processes in Local Government setting and ability to follow policies and procedures
- Sound knowledge of statutory requirements, policies, and legislations pertaining depot/yard operations
- Comprehensive time and priority management skills
- Demonstrated values of service, trust, accountability, respect and solidarity and a commitment to quality and continuous improvement principles