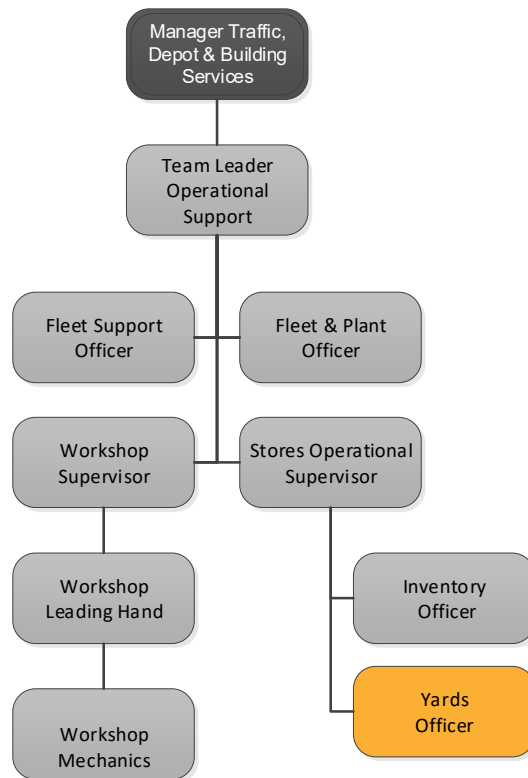


## POSITION DESCRIPTION

<b>Position Title</b>	Yards Officer
<b>Position Number</b>	31175
<b>Division/Directorate</b>	Community Assets
<b>Branch</b>	Traffic, Depot, and Building Services
<b>Grade</b>	7
<b>Band and Level</b>	Band 2 / Level 1
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• Licencing or registration requirements</li> <li>• Attending a pre-employment medical</li> <li>• Current Drivers Licence / LB / LL Licence</li> </ul>
<b>Physical and Environmental Demands</b>	<p>There is a requirement for physical, sensory, psychosocial and environmental demands.</p> <p>Manual Handling</p> <p>Mobility around construction work site</p> <p>Working outdoors</p> <p>Plant Operation</p>
<b>Reports To</b>	Stores Operation Supervisor
<b>Authorities</b>	As detailed within the Delegation Register as delegated by the General Manager
<b>Key Direction/s</b>	<p>Welcoming - Embracing our vibrant and diverse community</p> <p>Liveable – Strong and integrated connections between our people and our services</p>
<b>Position Purpose</b>	
Yards officer will undertake a range of functions to contribute to the smooth operation and activities across the depot site. Overview operational requirements of depot weigh bridge, receive, issue and record materials in and out of the Council Yard. general housekeeping of the yard site, support the stores as required and to provide a high standard of support service to operational teams.	
<b>Key Result Areas</b>	
<p>Customer Service – Create a customer centric service environment and reward service excellence.</p> <p>Deliver Results – Achieve results through efficient use of resources and a commitment to quality outcomes.</p>	

## Reporting Structure



## Key Duties & Responsibilities

1. Oversee Weigh bridge operations.
2. Control incoming and outgoing bulk construction materials and material stored in the Depot (i.e. pits/pipes, road works materials, signs etc) including documenting daily reports of material movements
3. Daily checks of Depot yard access gates are secure and operational
4. Maintain the daily requirements for all wash bays
5. Receive and issue goods through the main store and yard including loading and unloading of trucks using appropriate plant and equipment
6. Arrange for the disposal, of waste tyres and general waste bins within the bulk storage yard
7. General housekeeping and site inspection of the Depot yard, and cleaning of storm water grates and dish drains
8. Reporting any maintenance issues to the appropriate areas of Council via CRM
9. Storage and placement of palletised items within the Depot yard
10. Asbestos detection and confinement of asbestos findings
11. Carry out checks on plant pre and post operation reporting any maintenance requirements, ensuring plant is clean, refuelled and operational for reuse.
12. Maintain the inside and outside of the plant vehicle in a clean condition at all times
13. Other relevant duties which may be required by the Stores Supervisor and/or Manager from time to time
14. Demonstrate a strong customer focus which is accurate, responsive, timely and courteous.
15. Continuously display Council's corporate core values of Leadership, Innovation, Partnership, Commitment, Customer Focus and Safety.

## WHS Responsibility

Implement, monitor and, or comply with Council's WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area.

### Risk Management Responsibilities

1. To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace.
2. Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable.
3. Must be aware of operational and business risks. Particularly:
  - understand and adhere to the principles of Risk Management within their job role;
  - assist Managers and Team Leaders in identifying risks and risk treatments in their job role;
  - provide input into various risk management activities;
  - report all emerging risks, issues and incidents to their manager or appropriate officer; and
  - follow Council policies and procedures.

### Records and Information Management Responsibilities

All staff must keep full and accurate records in accordance with Section 12(1) of the State Records Act 1998 and maintain legislative compliance.

Records in any format created or received must be captured into Council's business systems approved for record keeping in a timely manner ensuring compliance with Council's Policies, standards, procedures, and business rules.

### Essential Criteria

1. Considerable experience operating a frontend Loader/Backhoe including certification equivalent to LB/LL licence or equivalent Verification of Competency (VOC)
2. Class LF Forklift certification issued by SafeWork NSW
3. Work health & Safety General Construction Induction (White Card)
4. Manual handling skills
5. Asbestos awareness and safety
6. Demonstrated ability to apply WHS and EEO principles
7. Record keeping
8. Ability to operate computer and software packages

### Desirable Criteria

1. MR or HR Drivers licence
2. Traffic Control Certificate
3. Operation of small plant and equipment
4. Experience in general labouring work

### Prepared By

Manager Traffic, Depot, and Building Services

### Date Prepared

November 2024

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.

I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

**Employee Name:**

**Employee Signature:**

**Date:**