

SOUTHERN GRAMPIANS SHIRE COUNCIL POSITION DESCRIPTION

Position Details

Title:	Logistics Trainee
Classification:	Traineeship Wage Full – Time Fixed term for 2 years
Business Unit:	Works
Directorate:	Infrastructure and Sustainability
Reports to:	Logistics Coordinator

Our Vision and Values

Vision

Thriving Community, Limitless Opportunity

Values

Raise the Bar

Create Brilliance Together

Dream Boldly, Change Bravely

Integrity in Every Step

Child Safety

Southern Grampians Shire Council is a child safe organisation committed to the Victorian Child Safe Standards by:

- providing an environment where Aboriginal children and young people can express their culture and enjoy their cultural rights
- having a zero tolerance approach to child abuse
- having a zero tolerance approach to racism and an expectation that staff and volunteers will act on incidents of racism

Position Summary

The Logistics Trainee is required to assist Council's depots and stores functions in relation to warehousing, stock levels, procurement, site housekeeping and deliveries within the logistics

team. The maintenance of Council vehicles will also be a vital component of this role ensuring any defects are reported to the relevant position and external maintenance is carried out.

As part of the role, **Certificate III in Warehousing or Certificate II in Automotive Body Repair Technology** is required to be completed.

Key Responsibilities

- Maintain Council vehicles and stores to a satisfactory standard, all areas as directed.
- Operate plant in a safe manner to achieve specified standards as directed
- Assist with operation of the stores, ensuring an adequate supply of goods and the safe and correct storage of same.
- Undertake the operation of various plant and equipment
- Assist in implementing correct Traffic management techniques appropriate to the works being undertaken with as little disruption to motorists as possible
- Operate lifting equipment correctly
- Assist with unloading of goods
- Assist in maintaining the outdoor storage area of the Hamilton depot in a safe and manageable condition.
- The pick-up and delivery of goods, as required.
- Provide administrative support using various programs to assist the Logistics team.
- Maintain Council vehicles as directed and report any damage or issues as identified in consultation with the supervisor.
- Assist in establishing various forms of guardrail protection to roadsides and bridges as directed
- Be responsible for effective and safe housekeeping affecting the immediate work area
- Undertake other duties as advised by their supervisor

Extent of Authority

- Commit to and adhere with Child Safe Standards and Council's requirements
- Responsible for the safe and efficient use of plant and equipment
- Works individually or as part of a team under routine supervision
- Efficient time management

Judgement and Decision Making

- Guidance and support are always available
- Report any hazardous situations to the Logistics Coordinator
- To observe all policies and procedures of Council

Specialist Skills and Knowledge

- Experience or ability to undertake manual tasks in a safety conscious manner
- Ability to learn new tasks and acquire new skills

Management Skills

- Ability to accurately complete basic administration e.g.: timesheets
- Will comply with systems and policies to ensure a safe work environment by:
 - Taking reasonable care for your own health and safety and the health and safety of others within the workplace and co-operate with Council with respect to any action taken to comply with a requirement of the OHS Act
 - Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare
 - Contribute to OHS consultation processes
 - Prompt reporting of hazards and incidents

Inter-personal Skills

- Demonstrated numeracy, written and verbal communication skills sufficient to undertake the assessment for training and administrative duties necessary for the role, including, but not limited to, read safety instructions, plans, complete pre-start plant checks and to effectively communicate with the public and team members

Compliance with Legislation and Policies

- Adhere to all current relevant codes of conduct and legislative requirements including but not limited to:
 - Southern Grampians Shire Council Policies and Procedures
 - Southern Grampians Shire Council Staff Code of Conduct

- Privacy and Data Protection Act 2014 (Vic)
- Equal Opportunity Act 2010 (Vic)
- Occupational Health and Safety Act 2004 (Vic)
- Government/Industry Codes of Conduct
- The Southern Grampians Shire Council Enterprise Agreement
- The Municipal Emergency Management Plan
- Demonstrate a commitment to risk management principles and practices, and also maintain a safe environment for staff and the community
- Responsible for ensuring the security of Council's assets under the Officer's control
- Remain compliant with the requirements of the Occupational Health and Safety Act 2004 (Vic), and contribute to the health, safety, and wellbeing of Council employees by:
 - Co-operating with Council with respect to any action taken to comply with a requirement of the OHS Act 2004

Qualifications and Experience

- A current Victorian motor licence, desirable
- A Level II First Aid certificate is required, or can be obtained through employment
- Working with Children's Check
- Commitment to safe working practices

Key Selection Criteria

- Demonstrated experience in the operation of plant equipment, would be of an advantage but not essential
- Ability to communicate effectively
- Good understanding of Occupational Health and Safety responsibilities
- Proven ability to work effectively in a team environment

Agreement

I, have read and understand the objectives and conditions of the above-mentioned role.

Signature:

Date: