

## POSITION DESCRIPTION

<b>Position Title</b>	Storeperson – Electricity Supply Industry
<b>Position No</b>	
<b>Department</b>	Electrical Supply Industry (ESI)
<b>Faculty/Centre</b>	Centre for Energy and Infrastructure
<b>Classification</b>	PACCT Worker Level 3 (PW 3)
<b>Prepared By</b>	Associate Director – Centre for Energy and Infrastructure
<b>Date</b>	March, 2024
<b>Approved By</b>	Associate Director - Human Resource Operations
<b>Primary Objectives of Position</b>	<ol style="list-style-type: none"> <li>1. Provide stores support to the department, including the preparation, maintenance and distribution of materials and equipment for workshop and pole yard use.</li> <li>2. Maintain and upkeep the Pole Yard and Workshops in accordance with EnergySafe Victoria and Victorian Electrical Supply Industry (VESI) guidelines</li> <li>3. Provide advice and support to the Head of Department (or delegate) to ensure effective and efficient operations by sourcing and ordering tools and consumable materials.</li> </ol>
<b>Manager/Supervisor</b>	Head of Department – Electricity Supply Industry (HOD)
<b>Subordinates</b>	Not applicable
<b>Internal Communication Requirements</b>	<ul style="list-style-type: none"> <li>▪ Head of Department and the Associate Director – Centre for Energy and Infrastructure in providing support and assistance with stores operations.</li> <li>▪ Department staff, including trainers, to prioritise duties and provide support and assistance in relation to stores operational and maintenance matters.</li> <li>▪ Facilities staff particularly, and Institute staff in departments and faculties generally, in the provision of stores support, information and advice.</li> </ul>
<b>External Communication Requirements</b>	<ul style="list-style-type: none"> <li>▪ Holmesglen learners in supporting training requirements.</li> <li>▪ External suppliers, service providers and contractors necessary to support departmental stores operations</li> <li>▪ VESI representatives</li> </ul>
<b>Specific Accountabilities</b>	<ol style="list-style-type: none"> <li>1. Maintain an adequate stock of tools, equipment, and class materials, ensure tools and equipment are in safe working condition and prepare class material and teaching aids as appropriate for learner use.</li> </ol>

2. Issue and ensure the return of tools, equipment and class resources and materials and inform the HOD when the purchase of replacements is necessary.
3. Ensure all equipment and training consumables is stored, utilised and tested and tagged in accordance with EnergySafe Victoria and VESI guidelines
4. Ensure the operation and calibration of instrumentation held by the department, undertake general workshop maintenance and ensure equipment is appropriately labelled and identified – including electrical testing of items.
5. Prepare and store class consumable materials and advise the HOD on the need to replace existing equipment and/or purchase newly developed items.
6. Check delivery dockets against orders and forward verified delivery dockets to relevant administrative staff within the Centre.
7. Repair items of equipment where possible, perform forklift and crane chaser (dogman) duties for the department.
8. Support the department in the delivery of services and refer maintenance work of plant as required.
9. Make deliveries and pickups for the department and receive, unload and store tools, equipment and materials and ensure the store is maintained in a clean, tidy and safe condition .
10. Liaise with maintenance contractors and assist the HOD and the Procurement department staff with the annual stocktake of departmental assets and materials and the maintenance of accurate records.
11. Empty industrial waste bins and, with the assistance of teaching staff, oversee the regular cleaning of the workshop, particularly storage areas.
12. Comply with Holmesglen policies, procedures and processes, and applicable legislative and regulatory requirements, and contribute to the ongoing improvement of systems and processes.
13. Support the Institute's Strategic Plan and Vision and work to ensure that all activities align to the Institute's commitment to quality.
14. Act in accordance with Holmesglen safety policies and procedures, including Child Safety Standards, to ensure that departmental work areas and operations comply with relevant Occupational Health and Safety (OHS) legislation, EnergySafe Victoria regulations and VESI standards.

### **Qualifications and Licences**

#### **Minimum**

- Certificate III in a relevant trade including appropriate skill sets which supports the operations of a trade-based workshop
- Fork-lift and dogman's license
- Current valid driver's licence

#### **Preferred**

- First Aid Level 2 Certificate
- Completion of an approved OHS course

### **Knowledge**

- Sound knowledge of stores operations, including the purchase and maintenance of tools, equipment and materials.

<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>▪ Operational knowledge of maintaining a construction and manufacturing trade workshop including the principles of stock control.</li> <li>▪ An understanding of Workplace Health and Safety requirements would be an advantage.</li> <li>▪ Demonstrated stores management experience and significant experience of working in a busy, trade-based stores environment.</li> <li>▪ Experience in: <ul style="list-style-type: none"> <li>- dealing with a broad range of people, face to face, online and over the phone</li> <li>- purchasing workshop tools, equipment and class materials and resources in a trade environment.</li> </ul> </li> </ul>
<p><b>Skills</b></p>	<ul style="list-style-type: none"> <li>▪ Demonstrated suitable practical skills applicable to the construction and manufacturing trades.</li> <li>▪ Verbal and written communication skills necessary to establish and maintain sound relationships with learners, teachers and general staff as wells external contractors and suppliers.</li> <li>▪ Demonstrated organisational skills and time management skills and the ability to work cooperatively within a team environment or work without supervision.</li> <li>▪ Attention to detail and the ability to prioritise and organise multiple tasks to ensure that service priorities are met.</li> <li>▪ Ability to: <ul style="list-style-type: none"> <li>- apply sound workplace health and safety knowledge, practices and procedures</li> <li>- use MS Office products, internet-based software applications and database management software in the preparation of stock inventory and location registers.</li> </ul> </li> </ul>
<p><b>Key Selection Criteria</b></p>	<p>In addition to qualification requirements the incumbent will have:</p> <ol style="list-style-type: none"> <li>1. Demonstrated experience in a stores management or trade workshop environment including practical skills relating to the air conditioning and refrigeration industry.</li> <li>2. Well-developed organisational and time management skills, with a demonstrated ability to show initiative, accept responsibility and prioritise tasks and work schedules.</li> <li>3. Written and verbal communication skills and well-developed interpersonal and customer service skills particularly the ability to deal professionally and courteously with both internal and external clients.</li> <li>4. Demonstrated self-motivation with a proven ability to work flexibly and to organise multiple tasks and competing demands to ensure that service priorities are met.</li> <li>5. Demonstrated ability to work under pressure and to meet deadlines.</li> </ol>
<p><b>Note</b></p>	<ul style="list-style-type: none"> <li>▪ This position description describes in general terms the normal duties which this position is expected to undertake. Duties not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from people occupying positions classified at this level may be allocated.</li> </ul>

- Employees attending certain workplace settings, including health and care facilities, may be required to meet mandatory vaccination obligations.
- Due to the nature of the position, there may be a requirement to accommodate flexible working hours and attendance requirements.
- The incumbent may be required to perform their duties at any campus or location controlled by Holmesglen Institute or elsewhere as directed.
- Holmesglen is a child safe organisation. This position requires a current Victorian Employee Working with Children check.
- Holmesglen cultivates a workforce that embraces and values learner voice and partnership