

POSITION DESCRIPTION



Position title	Operations coordinator works
Classification	Level 5 (Municipal Officer) ASTC EA
Position number	P3036
Responsible to	Management - Depot
Position status	Permanent Full-time
Position description approved	 Date: 23/4/2026

Primary Objective

This role requires an experienced and technically capable professional to work within the Works Depot team and under the general direction of the Manager Works. The role provides day-to-day coordination of Depot crews, public and internal requests, as well as oversight of stock item movements

Key Responsibilities

- Coordinate day-to-day allocation of depot crews and resources in line with agreed work programs and priorities.
- Coordinate and track internal and public works requests, ensuring timely scheduling, communication and follow-up.
- Issue work orders and purchase orders in accordance with delegated authority, procurement procedures and budget guidelines.
- Coordinate communication of work instructions, priorities and operational information to depot staff.
- Coordinate depot inventory control, including stock movements, records and compliance with established procedures.
- Undertake quarterly and end-of-financial-year stocktakes and prepare associated reports for management review.
- Assist with the receipt, verification and recording of deliveries.
- Identify operational or equipment needs and provide recommendations to the Manager Works Depot.
- Provide administrative coordination support to depot operations, including documentation, registers and reporting.
- Support cemetery burial administration processes in accordance with Council procedures.
- Maintain accurate records to ensure transparency, compliance and accessibility of information.
- Assist payroll processes by collating and tracking timesheets and leave data for depot staff.
- Foster a good working relationship with Council staff
- Act as a Depot First Aid Officer and Fire Warden
- Co-ordinate communication of information and work orders to depot staff

- Take reasonable care for your own health and safety, as well as that of others.
- Follow health and safety instructions and comply with relevant workplace policies, procedures, and emergency protocols.
- Use personal protective equipment and operate machinery, plant, and vehicles safely.
- Report hazards, incidents, accidents, and near-misses to your Manager/Supervisor promptly.
- Perform other duties within capabilities and/or consistent with the level of this position as required.

Qualifications

- Minimum three (3) years' experience in operational, administrative or coordination functions, including exposure to works planning, resource coordination, inventory control or service delivery activities.
- Relevant qualifications in Business Administration, Operations Management, Logistics, Asset or Facilities Management, Local Government Administration, or a related discipline.
- Current National Criminal History check (less than 6 months old)
- Current C class driver's license to be able to drive in NT.

Selection Criteria

Essential

1. Demonstrated leadership experience in a similar environment
2. Excellent administration skills, including meeting budgets and deadlines
3. Proven ability to manage a diverse and demanding workload, while effectively balancing priorities and competing priorities
4. Demonstrated proficiency in budget and procurement management
5. Strong technical skills, with proven ability to adapt to a wide range of diverse work scenarios
6. Excellent communication and advocacy skills, particularly among community stakeholders, colleagues and elected members
7. Experience leading positive change in an organization
8. Experience with MS Office, Outlook and basic IT functions
9. Demonstrated experience leading and delivering positive outcomes in other organisations

Desirable

1. Experience with Civica
2. Finance experience

ACKNOWLEDGEMENT

I have received a copy of this Position Description and have read and understand its contents.

Employee Name _____ ::FIRSTNAME:: ::LASTNAME:: _____

Signature _____ ::SIGNATURE:: _____ Date _____