



City of
Kalgoorlie
Boulder

Position Description

Position Title: **Stores Officer**

Position Details

Position Number	4572
Position Classification	Level 6
Status	Permanent
Directorate	Engineering
Business Unit	Assets, Fleet and Maintenance Services
Work Location	Depot
Reports To	Senior Officer Fleet Operation and Stores
Supervisory Responsibility	Nil

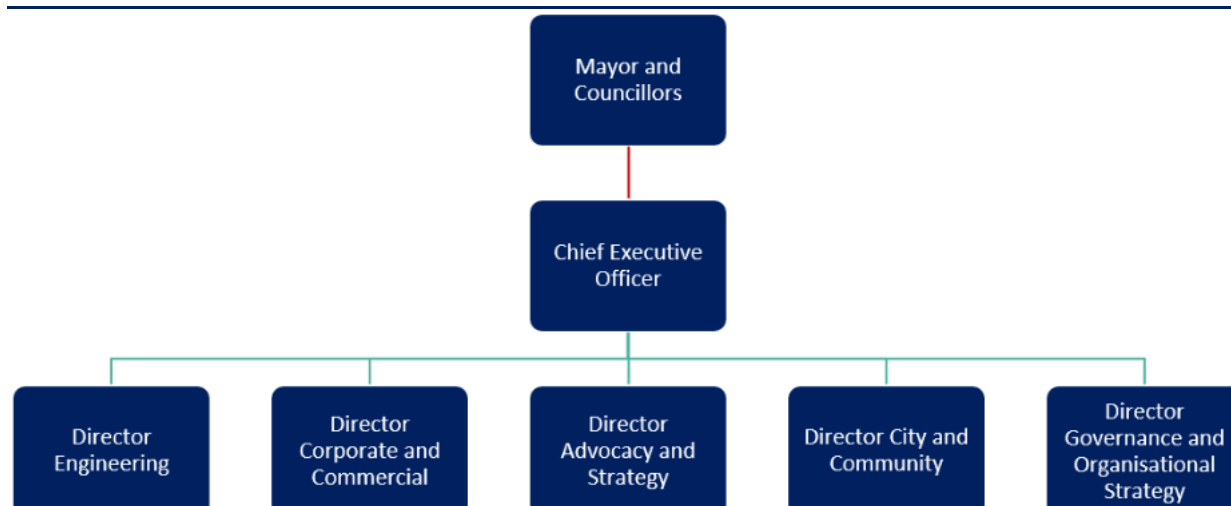
Organisational Overview

The City of Kalgoorlie-Boulder is a thriving regional city covering an area of 95,000 km² and home to over 30,000 people.

The City owns and manages contemporary community facilities, hosts a range of first-class events, and provides significant community investment in grants and sponsorships.

The City employs 400 plus staff members who operate out of eight City facilities. The Council employs the CEO, who is supported by the Executive Leadership Team, whose structure is set out below.

Organisational Structure



Vision, Mission and Corporate Values

VISION

Connected by its many communities, abundant in economic and lifestyle opportunities.

By 2050, Kalgoorlie-Boulder is a thriving, sustainable, and globally connected regional city — shaped by our Goldfields legacy and a rich Aboriginal heritage.

Kalgoorlie-Boulder is more than a place to live — it's a place of opportunity and innovation, where diverse industries, quality infrastructure, and lifelong learning contribute to a city where families and businesses grow and prosper, communities connect, and visitors feel welcome.

ACTRITE

Our Values for Performance and Accountability

Guiding our culture of performance, integrity, and impact

- A Accountability** We take ownership of our actions and outcomes, delivering on our commitments.
- C Collaboration** We work together with shared purpose to achieve common goals.
- T Teamwork** We support one another, celebrate success and grow stronger together.
- R Respect** We treat others with dignity, value diverse perspectives and build inclusive relationships.
- I Integrity** We act with honesty, fairness, and ethical responsibility in all we do.
- T Transparency** We communicate openly, share information freely and foster trust.
- E Excellence** We pursue high standards, continuous improvement and impactful results.

Together, we ACTRITE.

MISSION

"Working together for the place and people we call home."

Position Objectives

Responsible for the administration, control and distribution of fleet, plant, workshop and operational inventory, ensuring stock availability, accurate inventory records, efficient stores operations and compliance with organisational procedures to support service delivery across the City. This position provides frontline stores support for workshop, fleet and operational personnel and contributes to efficient asset and inventory management practices.

Key Responsibilities & Duties

Key accountabilities

- **Stores Operations**
Manage day-to-day stores activities including receipt, storage, issue and return of parts, tools, consumables and operational equipment to support organisational service delivery.
- **Inventory Management**
Maintain inventory control systems, stock records and inventory transactions to ensure accurate and reliable stores information.
- **Stock Control and Replenishment**
Monitor stock levels and coordinate replenishment activities to maintain agreed inventory levels and minimise operational disruptions.
- **Asset Tracking and Equipment Control**
Coordinate the issue, return and tracking of plant, equipment, tools and associated assets to ensure accountability and accurate record keeping.
- **Stores Compliance and Auditing**
Undertake stocktakes, inventory audits and compliance checks to maintain inventory integrity and support internal and external audit requirements.
- **Procurement Support**
Assist with the procurement of inventory items, operational consumables and approved stores purchases in accordance with organisational procurement procedures.
- **Customer Service and Stakeholder Support**
Provide responsive and professional stores support to internal customers, contractors and suppliers to facilitate efficient operational service delivery.
- **Continuous Improvement**
Identify and contribute to improvements in stores processes, inventory management practices and stock control systems to improve efficiency and service outcomes.

Key Performance Indicators

- Inventory accuracy maintained at ≥98%.
- Annual stocktake completed within approved timeframe.
- Monthly cycle stocktakes completed as scheduled.
- Stores transactions processed within one business day.
- Stock replenishment orders raised before minimum stock levels are reached.
- Equipment issue and return records maintained at ≥98% accuracy.

- Zero significant audit findings relating to stores operations.
- Customer service requests responded to within one business day.
- Obsolete stock review completed quarterly.
- Minimum two stores improvement initiatives implemented annually

Judgement & Decision Making

1. Plan and prioritise stores activities to meet operational requirements and customer needs.
2. Exercise sound judgement in maintaining inventory levels, stock accuracy and stores operations within established procedures.
3. Identify inventory discrepancies, stock shortages and operational issues and implement corrective actions or escalate where required.
4. Apply relevant policies, procedures and inventory management practices to support effective decision-making.
5. Monitor inventory usage trends and provide recommendations to improve stock management and service delivery.
6. Exercise initiative in resolving routine stores and inventory issues while seeking guidance on complex matters.

Skills & Knowledge

Essential Skills and Knowledge

- Inventory and stores management practices.
- Stock control and inventory reconciliation.
- Inventory management systems and technology.
- Asset and equipment tracking.
- Purchasing and procurement support processes.
- Data entry and record management.
- Customer service and stakeholder engagement.
- Microsoft Office applications.
- Written and verbal communication skills.
- Current WA Driver's Licence.

Desirable Skills and Knowledge

- Certificate III or IV in Warehousing Operations, Supply Chain Operations, Logistics or equivalent.
- Experience working within a local government, fleet, workshop or asset management environment.
- Knowledge of inventory management principles and stock optimisation techniques.
- Understanding of procurement and purchasing procedures.

- Experience using TechnologyOne, FleetMEX or similar inventory and asset management systems.
- Forklift Licence.
- Understanding of fleet, plant and heavy equipment components and consumables.
- Knowledge of workplace health and safety requirements in stores environments

Behavioral Responsibilities

- **Accountability** - We take ownership of our actions and outcomes, delivering on our commitments.
- **Collaboration** - We work together with respect and shared purpose to achieve common goals.
- **Teamwork** - We support one another, celebrate collective success and grow stronger together.
- **Respect** - We treat others with dignity, value diverse perspectives and build inclusive relationships.
- **Integrity** - We act with honesty, fairness and ethical responsibility in all we do.
- **Transparency** - We communicate openly, share information freely and foster trust.
- **Excellence** - We pursue high standards, continuous improvement and impactful results.

Corporate responsibilities

- Adhere to all City policies, procedures, Codes of Conduct and relevant legislative requirements.
- Deliver high quality internal and external customer service in accordance with the City's Customer Service Charter and organisational values.
- Ensure all stakeholders are treated in a professional, respectful, timely and courteous manner.
- Actively identify, report and manage risks in accordance with the City's Risk Management Framework and relevant procedures.
- Contribute to a positive, inclusive and collaborative workplace culture through ethical, professional and accountable behaviour.
- Take reasonable care for personal health and safety and the health and safety of others in accordance with Work Health and Safety requirements.
- Participate in continuous improvement initiatives and support the achievement of corporate and business unit objectives.
- Comply with all information management, recordkeeping, privacy and confidentiality requirements.