

# Position Description



Position Title	<b>Materials Officer</b>
Position No	00031763
Delegation Level	008
Job Designation	Materials Officer (QRP)
Organisational Unit	Warehouse & Logistics Mayne
	SEQ Assets
Work Centre	Mayne
Position Type	Permanent
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Team Member - PPR
Shiftworker	Yes
Classification (Range)	AS2 .1 - AS2 .4
Pay Scale Type	ASPT
Reports to Position	Warehouse & Logistics Coordinator

## QUEENSLAND RAIL VALUES:

1 Queensland Rail - We do better together  
Treat others with respect - We appreciate everyone's contributions and differences  
Empower our people - We have confidence in our people  
Act Safely - We work safe, to go home safe  
Make a positive difference - We learn from today, to improve tomorrow

## Position Purpose

Carry out all duties associated with the ordering and supply of components, chemicals, tools and equipment relevant to the efficient running of the Warehouse.

## Position Responsibilities

1. Provide a high level of customer service in relation to the supply and storage of components, consumables, tools and equipment required for efficient delivery of asset maintenance services.
2. Contribute to reliability and availability of the above and below rail assets through the delivery of an inventory control and supply function in line with business requirements.
3. Monitor and check Materials Management System data for relevance and accuracy. Expedite materials when required, update the system as and when required to ensure data integrity.
4. Utilise machinery such as stock picker, telehandler and forklift to load and unload and maintain materials within the stores facility.
5. Conduct stocktakes as required, maintaining accurate bin locations.
6. Carry out all work observing all relevant safety, quality and environmental requirements.
7. Work in a cooperative team environment with all employees whilst carrying out daily duties.

## Additional Factors

The appointee will be required to :-

- Comply with Queensland Rail's Code of Conduct;
- Observe all legal and safety obligations of the organisation;
- Work 5 in 7 rosters;
- Undergo further training as required;

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- Work outside of rostered work hours.

## **What is the key selection criteria**

1. Sound knowledge of inventory management processes and their application within a maintenance environment.
2. Sound level of skill in the input and extraction of data using SAP materials Management Module including requisitions, transport orders, goods issues and receipts, stock counting and running inventory related reports.
3. Sound level of skill in computer and keyboard operation utilising Microsoft office tools.
4. Sound level of written, oral, interpersonal communication and organisation skills.
5. Sound level of skill in working both autonomously and as part of a team, to develop and foster a quality customer service.
6. Knowledge of and willingness to commit to and work within Queensland Rail's Values and Behaviours.

## **Pre-employment Checks:**

Not Applicable

## **Health, Safety and Environment Responsibilities**

Comply with the overarching document called Health, Safety and Environment Responsibilities MD-11-6843 located in the Safety and Environment Management System.

## **Personal Protective Equipment needs:**

Refer to relevant business instructions.

## **Safety Publications**

Refer to relevant business instructions.

## **Please Note:**

Queensland Rail has a random alcohol and other drug testing program.  
Testing can occur anywhere, at any time, on any day.