CANTERBURY BANKSTOWN

Show Guide

Position Title	Maintenance Planner/Parts Procurement Officer
Department	City Assets
Division	
Unit	Fleet
Team	Workshop Operations
Supervises	Nil
Reports To	Coordinator Workshop Operations
Grade	E
Date Prepared	1/06/2018
Date Last Updated	3/09/2025

Our Vision & Values: A leading organisation that collaborates & innovates

We are committed to **safety**

We work as one **team**

We act with **integrity**

We care about our **customers**

We **continuously improve**

Edit

Primary Purpose of Position

To provide efficient and effective fleet scheduling, planning & parts procurement including administrative support to the Fleet Department.

Edit

Accountabilities

- Arrange workshop bookings to ensure the requirements of preventive & corrective maintenance Fleet programs are established and maintained.
- Assist Team Leaders in the procurement of maintenance parts and materials
- Assist Team Leader to ensure assigned jobs are completed and signed off on a weekly basis
- Ensure internal and external customer expectations are met through prompt handling of enquiries.
- Undertake word processing, workshop job sheet data entry to the Ausfleet data base.
- Carry out other office duties such as filing, printing, photocopying, and scanning as required.
- Processing of invoices and related duties as required to meet our requisition needs.
- Undertake a variety of work as directed within the multi-skilled team environment to support the Fleet Unit
- Perform other duties as directed by Coordinator Workshop Operations
- Work across all Council sites as required to support the adminsitative and workshop operations of the Fleet Unit

Select Profile

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Council Officer		
Capability Group	**Capability Name**	**Level**
Personal Character	Lead Self	Adept
	Display Resilience	Intermediate
	Act with Integrity	Adept
	Safety and Accountability	Intermediate
Relationships	Communicate and Engage	Intermediate
	Customer and Community Focus	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
Results	**Plan and Prioritise**	Intermediate
	Think and Solve Problems	Intermediate
	Innovate and Improve	Intermediate
	Deliver Results	Intermediate
Resources	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate
People Leadership	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Personal Character		
Act with Integrity	Adept	• Acts honestly, ethically and with discretion and encourages others to do so • Sets a tone of integrity and professionalism with customers and the team • Supports others to uphold professional standards and to report inappropriate behaviour • Respectfully challenges behaviour that is inconsistent with organisational values, standards or the code of conduct • Consults appropriately when issues arise regarding misconduct, unethical behaviour and perceived conflicts of interest
Relationships		
Work Collaboratively	Adept	• Contributes to a culture of respect and understanding in the organisation • Creates an atmosphere of trust and mutual respect within the team • Builds cooperation and overcomes barriers to sharing across teams/ units • Relates well to people at all levels and develops respectful working relationships across the organisation • Identifies opportunities to work together with other teams/units • Acts as a resource for other teams/units on complex or technical matters
Results		
Plan and Prioritise	Intermediate	• Participates constructively in unit planning and goal setting • Helps plan and allocate work tasks in line with team/project objectives • Checks progress against schedules • Identifies and escalates issues impacting on ability to meet schedules

		• Provides feedback to inform future planning and work schedules
Resources		
Procurement and Contracts	Intermediate	• Helps others understand and comply with basic ordering, receipting and payment processes • Contributes to the identification of business requirements, deliverables and expectations of suppliers • Provides objective input to evaluation processes for proposals and tenders • Works with suppliers and contractors to ensure that goods and services meet time and quality requirements

+ Click to Add Focus

+ Click to Remove Focus

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of "focus" capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations
Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the Chief Executive Officer.

Code of Conduct
All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety
All staff are required to adhere to Council's WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management
All staff are required to comply with Council's Records and Information Management policies, procedures and guidelines.

Fraud & Corruption Prevention
All staff must familiarise themselves with Councils policies, systems and procedures that are in place to guard against the risk of fraud and corruption. This includes behaving ethically at all times, and actively identifying and reporting any suspected fraud and corruption.

Qualifications and Experience

Edit **Essential Qualifications**

• C Class Drivers Licence

Edit	**Essential Experience**

- Computer skills in applications such as Microsoft Office suite of software.
- Previous customer service experience.
- Experience working in a Fleet Workshop environment or similar

Edit	**Desirable Qualifications and or Experience**

- Certificate in Business, Fleet Managment or Similar
- Related Trade Qualiification
- Experience is AusFleet software

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	☐	☑
Does this position require incumbent to undergo criminal reference check?	☐	☑
Does this position require incumbent to demonstrate good driving Licence class required: No Licence Required	☐	☑
Will incumbent need to make disclosure of pecuniary interest?	☑	☐
Could there be a conflict of interest with secondary employment?	☑	☐
Does this position have an inherently high risk for fraud and corruption?	☐	☐

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