

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Spare Parts Supervisor

Location: North, South and Central Region
Depots

Classification: Stores Administrative Service
Officer Level 5

Reports to: Inventory Manager

Position number: P68574

Date last reviewed: August 2025

Division: Transport, Territory and Municipal
Services (TTMS)

Position requirements: See Compliance
Requirements

Business unit: Fleet Services

DIRECTORATE OVERVIEW

The City and Environment Directorate (CED) brings together the people, services and systems that shape Canberra's future. We are a new directorate with a bold purpose: to deliver smarter, more connected services that respond to the needs of our Territory and community.

CED was established to align planning and transport, improve efficiency of development decisions, support environmental management, consolidate city services operations, and strengthen how government connects with the community. Our work spans the natural and built environments, city and transport services, and regulatory and customer service functions.

We are here to:

- Deliver streamlined, customer-focused services.
- Align planning, transport and environmental stewardship.
- Consolidate operations for greater efficiency and impact.
- Make government services more accessible, transparent and trusted.

At CED, we put people and place at the centre of everything we do. Whether shaping policy, maintaining public spaces, designing transport networks or supporting regulatory access, our people contribute to a connected, inclusive and resilient Canberra.

DIVISION OVERVIEW



Transport, Territory and Municipal Services

Transport, Territory and Municipal Services (TTMS) delivers essential services Canberrans rely on each day including integrated public transport and public libraries as well as providing administrative oversight to the ACT Public Cemeteries Authority. It is also responsible for Domestic Animal Services, and commercial operations including Yarralumla Nursery, ACT Public Cemeteries and Capital Linen.

Transport Canberra (TC) is responsible for the management of Canberra's integrated public transport network, including a bus fleet of around 450 buses. TC also oversees the contract management of Light Rail under a public-private partnership between Canberra Metro and the ACT government. TC currently employs over 1,000 employees and develops public transport policy and delivers a range of services to support the successful delivery of public transport services including bus scheduling, purchasing of bus assets and the delivery of an integrated public transport ticketing system.

BUSINESS UNIT OVERVIEW

The Fleet Services team delivers all tasks associated with the maintenance, repair and operational readiness of Transport Canberra's commuter bus fleet which currently exceeds 450 in-service vehicles. The team consists of skilled non trades and skilled trades staff performing a variety of roles including vehicle cleaning and fuelling activities, heavy vehicle mechanical maintenance and repair, vehicle exterior and interior panel repair, vehicle refinishing and electronic equipment repair.

General maintenance and repair activity are carried out within the Operational Depots which is supported by the Major Unit Overhaul Workshop that perform major accident repairs, vehicle interior and exterior refurbishment, engine and transmission reconditioning services. The workshops are supported by inventory and supply sections co-located with the workshop ensuring the supply of all components and materials required to support vehicle maintenance and repair operations.

The Transport Canberra Fleet Services team is focussed on providing a high level of customer service and sustainable transport outcomes by providing clean, safe and on-time availability of bus fleet to meet network operational requirement.

POSITION PURPOSE

The Inventory Parts Interpreter Supervisor is responsible for managing a small team, allocating, supervising, and monitoring tasks allocated to staff to meet Transport Canberra's peak requirements and provide supervision of staff. The Inventory Parts Interpreter Supervisor is responsible for the effective and timely ordering and supply of inventory holdings to ensure sufficient stock to meet Transport Canberra's business needs. In addition, the Inventory Parts Interpreter Supervisor is required to liaise with both internal and external customers and service providers to ensure consistent service delivery. This position requires good attention to detail and the ability to work with short timeframes and pressures.

DUTIES / RESPONSIBILITIES

1. Assist in the development, maintenance, and modification of a complex computerised inventory management system.
2. Develop, manage, and maintain effective business relationships with internal and external stakeholders.
3. Load, unload, and stack parts, both manually and using power operated handling equipment, ensuring proper custody and control measures are used.
4. Assist with the researching and resolution of inventory and/or system problems and ordering of special sparts.
5. Prepare and/or process documents such as workshop parts requisition orders, invoices, and inventory documents.
6. Receipt data entry, process, pack, return, report on parts warranty claims and have the ability to identify heavy vehicle spare parts, utilising bus specific catalogues both online and hardcopy.
7. Assist and participation in the end of financial year stocktake.
8. This position does involve direct supervision of staff.

For Everyone: Follow work health and safety procedures diligently. Take responsibility for your own safety and the safety of those around you.

For Supervisors: Implement the CED work health and safety management system effectively. Ensure the safety of yourself and those under your supervision by taking reasonable care.

SELECTION CRITERIA (CAPABILITIES)

Provide concise evidence of your **skills, knowledge and behaviours** against the duties above and the ACTPS Shared Capability Framework.

1. Demonstrated knowledge of inventory management and control disciplines, storekeeping methods and practices, with a demonstrated understanding of computerised inventory record keeping systems (IMS).
2. Well-developed communication and interpersonal skills with an ability to build and maintain relationships.
3. Demonstrated understanding of ACT Government procurement policies and probity guidelines, practices and procedures or ability to acquire such knowledge.
4. Demonstrated Supervisory skills within a multi-disciplinary industrial environment including the ability to foster teamwork and continuous improvement.

5. Commitment to ACTPS values, Respect, Integrity, Collaboration, Innovation, and to workplace health, safety and wellbeing.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

- Driver's licence (C-class) is mandatory.
- Hold a forklift licence (or the ability to obtain).
- A Certificate III in Warehousing Operations or the ability to obtain is desirable.
- The ability to work rostered shifts, from early morning to late at night including weekend rostered overtime.
- Industry experience in the automotive parts and accessories, warehousing or heavy vehicle maintenance fields will be highly regarded.
- Experience in computerised inventory record keeping systems (IMS) is desirable.
- A pre-employment criminal history check will be conducted.
- This position does require a pre-employment medical.
- Visa holders are eligible to apply for both permanent and temporary roles. Those with eligible visas may be considered for permanent employment, while individuals with temporary residency or limited-duration visas may be offered permanent employment for the duration of their visas.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Spare Parts Supervisor (position number P68574) and indicates how frequently each of these requirements would be performed. Please note that CED is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Never
Sitting at a desk	Frequently
Standing for long periods	Frequently
Designated workstation	Occasionally
<i>The position in an activity-based work environment</i>	

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Never

Fixed or specified start/finish times	Frequently
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
Access to Accrued Days Off (ADO's)	Frequently
Peaks and troughs	Occasionally
Frequent paid overtime	Occasionally
Rostered shift work	Frequently

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Frequently
Working in a call centre environment	Never
Working directly with the public	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Occasionally

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Frequently
Climbing	Occasionally
Reaching	Frequently
Bending/squatting	Frequently
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Frequently

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Occasionally
Exposure to extreme temperatures	Frequently
Operation of heavy machinery e.g. forklift	Frequently
Confined spaces	Occasionally
Excessive noise	Frequently
Low lighting	Occasionally
Handling of dangerous goods/equipment	Frequently
Working with asbestos	Never

Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Never

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE) required	Frequently