

ACTOM HIGH VOLTAGE EQUIPMENT	SUBJECT	DOCUMENT No. JD141
	ACTIVITY PROFILE: Fleet & Stores Controller	REVISION No. 00
		WRITTEN BY: SK/CZ
		APPROVED AND DATED 21/01/2025

1.0 SCOPE

All functions, duties and responsibilities of the **Fleet & Stores Controller**.

2.0 PURPOSE

To define the position of the incumbent.

3.0 POSITION

Fleet & Stores Controller.

4.0 DEPARTMENT

Services Department.

5.0 REPORTS TO THE

Snr Manager- Services.

6.0 ORGANOGRAM

YES.

7.0 EXPERIENCE /PRE-REQUISITE / REQUIREMENT (MIN)

- Grade 12 & Diploma/Certificate in Logistics and or Operations Management.
- Minimum 3-5 years' experience in Warehousing and or Fleet Management.
- Computer course – Microsoft Office.
- SYSPRO Knowledge.
- Reading and understanding of Drawing and Work Procedures.
- Incident Investigation / Root Cause Analysis.
- Excellent planning and leadership abilities.
- Excellent communication and interpersonal skills.
- HV Product knowledge and experience will be an advantage.

8.0 AUTHORITY

- The Fleet and Stores Controller has the authority to report matters of concern to his/her Manager.

9.0 RESPONSIBILITIES/ACCOUNTABILITIES

STORES MANAGEMENT

- Issue materials/spares for projects per job card.
- Provide counter service for personnel requesting assistance with spares items.
- Prepare the materials/equipment/items to the site teams as required.
- Ensure good housekeeping in all stores.
- Ensure strict access control to the storage areas.
- Report stock outs immediately to the immediate Manager.
- Perform general office tasks related to the issuing of spares/stock.

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- Process job cards timeously without delay.
- Prompt and accurate receiving and issuing of stock.
- Assist with and manage all stock counts.
- Report damage to incoming materials or equipment.
- Responsible for receiving, storing, packing and/or unpacking of goods
- Check ordered items vs requisitions and purchase orders.
- Participate in internal and external stock audits.

FLEET MANAGEMENT

- Responsible for the management of company motor fleet.
- Shall ensure that motor fleet are properly maintained within their respective maintenance plan.
- Shall ensure that the motor fleet are used for business purpose only.
- Shall ensure that all motor fleet are reflected on the company Asset Register.
- Shall ensure that the departmental manager is notified of any changes in the status of the assets under the department’s control. This must be done on the prescribed form.
- Shall ensure that the correct cost element and description are being used before authorizing any requisitions.
- Shall ensure that complete records of all motor fleet are kept, verified and balanced regularly.

10. SHERQ MANAGEMENT (ISO9001, ISO14001, ISO45001)

- Responsible for adhering to the requirements of abovementioned systems as directed by the SHEQ Management System (which includes relevant legislation, Policies, Procedures, Work Instructions, specifications, etc.).
- Ensure that Quality Assurance is confirmed to in every aspect, especially in the area of documentation control.
- Ensures compliance with all standards for Safety, Environmental, Work Procedures, Quality.
- Assurance and Quality Control systems as adopted by the High Voltage Division.

Accepted by:	
Date:	
Signature:	
Authorised by:	
Date:	
Signature:	