

## **LOGISTICS MANAGER**

### **MAJOR FUNCTION**

This is a mid-level management position responsible for supervising, monitoring, and coordinating of various the procurement, storage, distribution and disposal program of the Departments fire-rescue-EMS supplies, equipment, uniforms, protective items, and similar materials and equipment (2) the preventative maintenance, repair, and replacement programs of small tools, air packs, and equipment and (3) the maintenance and repair of Department buildings and facilities.

### **ESSENTIAL FUNCTIONS**

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Supervises and evaluates the logistical employees, their functions and warehousing facilities. Assures the appropriate procurement of all commodities and services in accordance to policy, procedures and with local, state and federal laws and guidelines. Assures sufficient supplies are maintained within budget.
- Supervise and evaluates small tool and equipment repair program and employees, making recommendations to the Department on preventive maintenance and replacement schedules of all small equipment in this program. Interacts routinely with County Faculties Staff. May supervise various construction projects as a liaison for MCFR Administration,
- Supervises and evaluates facilities maintenance and repair functions and practices to assure a safe and functional environment for all employees and visitors. Assures the meeting of various local, state, and federal requirements for facilities is met.
- Assures the development and maintaining of complex records of procurement, distribution, repair, replacement, and disposal of numerous items. Many recording practices must meet local, sate, and federal requirements.
- Monitors logistic associate work hours by assuring attendance requirements are met and reduction or elimination of un-budgeted, unnecessary purchases are made
- Assist County purchasing in develops and revises standard County contract formats, terms and conditions, specifications, proposals, etc. as required by revisions to state and federal law ensuring that the County's is protected. Develops and maintains policies and guidelines for all areas of logistics.
- Develops and maintains an acceptable purchase order and inventory accounting system according to the needs of internal compliance officer and external independent auditor.
- Examines and evaluates contract price proposals and financial reports to determine reasonable pricing and other contractual requirements. Assures that items purchased are of high quality and applicable to the job requirement yet are as economical in price

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and service life as practical. Actively participates in budget development.

- Assures availability and reliability of logistical functions during times of natural or manmade disaster or similar large scale emergencies. Establishes and maintains plans, procedures, and contacts to assure uninterrupted operations.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule. Required to work additional shifts or assignments from time to time as needed, especially during disasters or emergencies.

### **SECONDARY FUNCTIONS**

- Assists the Support Services manager and team with making purchases, and performing department-wide inventory
- Performs other duties as assigned.

### **CUSTOMER SERVICE**

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

### **SUPERVISION**

Direct supervision over a relatively small number of employees and indirect supervision of a moderate size staff who report to other supervisors or managers. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; planning, scheduling, and coordinating work operations.

### **EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS**

#### **Education and Experience**

Graduate of an accredited two (2) year college or university with major course work in Business or Public Administration or closely related field; an equivalent U.S. military service record and function; and have three (3) years of progressively responsible work in the field of logistics management or similar occupation. Experience in governmental contract management, building maintenance, small equipment program practices, and through knowledge and experience in fire-rescue-EMS tools and equipment via career of volunteer experience preferred. A comparable amount of training and experience may be substituted for the minimum qualifications.

#### **Licenses**

Possession of a valid Florida Divers License. If a certified emergency responder, will need to meet and maintain all required certifications

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### **Certifications**

Additional certification in management, purchasing, logistics, facility, or equipment repair preferred.

### **JOB SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

### **Language Skills**

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **Mathematical Skills**

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to develop, interpret, and apply statistical information

### **Problem Solving Abilities**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Interprets complex and detailed technical data.
- May participate in development of policy, programs, plans, or procedures. Study manual work process to determine most effective methods as essential tasks.

### **Specialized Skills and Abilities**

- Ability to prioritize workload based on needs of requesting department or division.
- Ability to recognize correct and legal verbiage in contract documents.
- Must have extensive knowledge of state and federal law pertaining to government buying.

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- Must have knowledge of public procurement methods and the state statutes and local codes that apply to procurement.
- Knowledge in managing vendor accounts and contracts.
- Possess excellent communications skills.
- Ability to recognize and in an effective manner, resolve any conflicts that may arise with internal and external customers.
- Direct customer service to both county employees and the public by phone and in person. Must be able to communicate clearly and courteously to assist others.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

### **Machines and Equipment**

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, and other general office equipment in the completion of the tasks of the position. Will operate various small to medium duty county vehicles and may, on occasion, need to operate larger equipment.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee will occasionally be required to use hands to finger, handle or feel, reach with hands and arms, and lift up to twenty-five pounds; will regularly be required to stand, walk, and sit; and will frequently be required to talk and hear. Special vision requirements include close vision and the ability to adjust focus to bring an object into sharp focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level for this environment will be moderate.

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