



Job Title	Manager I - Logistics
Department/Institute	Administration
Reporting to	Deputy Principal Administration
Main Objective	To assist in Logistics operation, including maintaining inventories, stock amounts, and the distribution of supplies and equipment to multiple facilities.

1. To liaise with managerial staff and other colleagues;
2. Oversees the supply system that includes the procurement, storage, inventory, and distribution of all equipment and supplies.
3. Supervises the operations of the Fire Department Logistics facility.
4. Develops and maintains appropriate division-related records accurately and efficiently.
5. Develops and maintains acceptable purchase order and inventory accounting systems consistent with MCAST procedures.
6. Develops and maintains acceptable purchase order and inventory accounting systems consistent with General Services Procedures.
7. Supervises and coordinates all requests for repairs and maintenance. This includes working with the Procurement section, as well as outside vendors and contractors.
8. Develops and maintains appropriate division-related records accurately and efficiently.
9. Insures quality control of maintenance and repair work, purchased supplies, and equipment.
10. Assists in the development of specifications for the purchase of capital equipment.
11. Supervises and/or coordinates the maintenance, repair, and availability of all safety equipment, Supervises and evaluates personnel assigned to the logistics division and insures their efficient productivity