

- monitoring the physical check of materiel resources in each accommodation against materiel distribution account print-outs at least once every three years, the preparation of adjustment documents, as necessary, and processing of those documents to the Department,
- monitoring the completion of Handing-over Certificates at time of change of custodial responsibility.

(7) Analyses costs for the leasing, operation and maintenance of all crown-held buildings, works and services, and the purchase, repair and maintenance of all materiel and materiel service requirements for the preparation of annual estimates and for post budgeting purposes by:

10%

- assessing the costs for rentals including increases,
- reviewing the write off/strike off records to determine the costs of replacement materiel and equipment,
- determining on the basis of proposed expansion or reduction in post activities, increases in repair costs or in utilizing surpluses,
- estimating costs for service contracts and routine and cyclical maintenance,
- reviewing totals of committed funds to ensure that expenditures do not exceed allocations in the post budgets,
- ensuring that all funds committed are correctly recorded by line object, reporting object and project number,
- preparing detailed work estimates and programmes for submission to Ottawa.

(8) Performs other duties such as supervising the assistant purchasing clerk, contract staff and acting as a technical advisor on property and materiel matters.

5%

INCUMBENT

SUPERVISOR

DATE

DATE