

BENCHMARK POSITION NUMBER: 17 CLASSIFICATION LEVEL: 6  
 SECTION TITLE: ADMINISTRATION EFFECTIVE DATE: \_\_\_\_\_  
 POSITION TITLE: PROPERTY AND MATERIEL MGR. SUPERVISOR'S TITLE: \_\_\_\_\_  
 POSITION NUMBER: \_\_\_\_\_ SUPERVISOR'S LEVEL: \_\_\_\_\_

### SUMMARY

Under the general supervision of the office manager plans and organizes the provision of furnished and equipped crown-held office and living accommodation for employees of all Canadian Government Departments represented; arranges and administers crown leases in accordance with Departmental Property Management policies and procedures and monitors the maintenance and upkeep of real property in accordance with Departmental standards and lease terms; arranges for provision of all materiel assets, their maintenance and repair and accounts for all materiel resources in accordance with Departmental Materiel Management policies and procedures; prepares annual estimates and post budget input for the operation and maintenance of all furnished and equipped crown-held buildings; performs other duties.

### DUTIES

% OF TIME

- (1) Plans, organizes and controls the maintenance, repair and replacement of materiel resources in Chancery, Official Residence and Staff Quarters by: 30%
- establishing need for replacement materiel based on the age and condition of the item concerned coupled with the cost that would be encountered to satisfactorily repair the item for continued use,
  - ensuring that all items requiring replacement are selected in line with the established Materiel Management Directives with regard to quality and cost of the items, as well as the overall financial resources available within the post budget,
  - obtaining local estimates of costs for comparison to determine the best value available cost in relation to the required quality of materiel,
  - overseeing the preparation of local purchase orders to ensure they are adequately completed with regard to specification, costs and other contractual terms,
  - negotiating service contracts for dry cleaning, preventive maintenance of office machines and appliances including household appliances such as stoves, refrigerators, televisions, etc.,