



NIAGARA REGIONAL POLICE SERVICE

Civilian Career Opportunity

Position Title:	Material Manager
Location:	5700 Valley Way, Niagara Falls
Association:	Senior Officer's Association
Position # applied for:	C05/2022
Posting Date:	June 13, 2022
Closing Date:	June 24, 2022

Position Summary:

Reporting to the Superintendent of Corporate Services, this position manages the planning, organizing, and controlling of central Service materials and assets, fleet operations and Service facilities. Develop and administer the supply chain management strategic framework for materials and capital assets ensuring compliance with industry standards and public procurement guidelines. This role will develop and foster relationships with all Service stakeholders, Region staff and public partners.

Major Responsibilities:

- Oversee the strategic management of all Service assets including administration of asset management program(s) and strategies including the Service's equipment tracking programs
- Manage the resources and operation of the Materials Management Unit (Quartermaster, Fleet and Facilities), including full supervision of all members assigned, budget preparation, monitoring, and reporting.
- Develop and implement short/ long-term strategies to maximize the productivity and cost effectiveness of the procurement, warehouse management, distribution and disposal of police materials including fleet equipment and vehicles.
- Evaluate and recommend vehicle/equipment acquisition/outfitting and repair needs in accordance with legislative requirements and corporate strategic initiatives.
- As the liaison for all Service facilities related activities, ensures collaboration and regular communications with Regional Facilities management.
- Ensure the Service adheres to all relevant procurement policies and processes in accordance with internal/Regional/Public Sector procurement guidelines and acts as the Service's expert for all procurement related activities.
- Participate and represent the Service on various committees (for example, Equipment Committee, Region Asset Management Committee) and relevant purchasing cooperatives. Negotiate or participate in the negotiation of contracts for goods and services utilizing cooperatives, Regional processes and local suppliers.
- Act as Designated Officer under the Controlled Goods Regulation regarding the purchasing and storage of police items including, but not limited to, firearms, Conducted Energy Weapons, pepper spray, and body armour.
- Assist in the identification of capital asset needs including the development of an asset replacement plan and assist with the gathering of information for formal reporting to key stakeholders.
- Assist in the administration of best practices related to security for all police facilities.
- Administer all relevant warranty, maintenance, and repair programs for Service assets.
- Performs other related administrative duties as assigned.

Job Specifications:

- A University degree in Business Administration, Planning, Materials Management, or a related area.
- Purchasing Management Association of Canada certification with a designation as either a Certified Public Purchasing Officer or Certified Professional Public Buyer is required.
- PMP Certification is considered an asset.
- A minimum of eight years of related experience in a unionized environment of similar complexity and scope with at least five years in a supervisory/management capacity.
- Knowledge of emergency services fleet management, equipment and uniform needs is considered an asset.
- Strong working knowledge of relevant provincial and federal legislation including the Controlled Goods Regulation, the Occupational Health and Safety Act, Vendors and Purchasers Act etc.
- Advanced analytical and problem solving, time management and organizational skills, effective interpersonal and written communication skills, and the ability to negotiate.
- Demonstrated proficiency in MS Office including Word, Excel, PowerPoint, Outlook, Peoplesoft Financials, and asset management software.
- A valid Class G Ontario Driver's License with an acceptable driving record.

This is a permanent full-time opportunity with the Service with an annual salary starting at \$141,185.72.

How to Apply:

Qualified applicants are invited to submit a resume and cover letter via

<https://niagarapolice.formbuilder.ca/Human-Resources/Civilian-Application-Form>

We thank all applicants in advance for their interest. Only those candidates selected to proceed in the process will be contacted.

The Niagara Regional Police Service is an equal opportunity employer which values diversity in the workplace. We will provide accommodations for a disability in employment activities, in accordance with the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act. Please contact us at (905) 688-4111 Ext. 102-5129 or careers@niagarapolice.ca if you require any accommodation to ensure that you can participate fully and equally during the recruitment and selection process.