



**NOTICE:** Effective January 15th the OPS will be posting new job advertisements on the eCareers website daily. New job advertisements will be posted throughout the week, Monday through Friday. Please check the site regularly to see new opportunities available within the OPS.

Please note that the **job alert** function is temporarily unavailable. We are working on correcting the issue, but in the meantime, please check the website regularly for updated job posting details. We will post an updated message on the site when the job alert function is functional again.

## Job Specification

**Position Title:** DISTRICT LOGISTICS AND SERVICES SUPERVISOR  
**Job Code:** MCP - General Administration AM-17, AGA17  
**Job ID:** 17605

### Purpose of Position:

As a member of the District Management Team, and matrixed to the Regional Operations Manager, provides leadership in the delivery of operational logistics and service activities within the District following approved principles and practices. To develop and implement business systems, strategies, processes, tools and effective controls to support a broad range of program activities. To provide direct supervision to a multi disciplinary team that provides services and support to District staff and the Regional Business Unit. To provide regional leadership in assigned Regional Business Unit functions. To facilitate partnerships and delivery agreement development with other ministries, municipalities and outside agencies.

### Duties/Responsibilities:

- 1.Implements District Business systems, processes, tools and effective control mechanisms for the delivery of District logistics and operations, ensuring compliance with corporate directions, policies, practices, and legislative authorities.
- 2.Provides leadership in Regional Business Unit functions and participates on Regional teams as a regional lead/expert as assigned by the Regional Operations Manager.
- 3.Maintains the District Strategic Business Plan and supports the District Manager in managing issues.
- 4.Leads the development and management of the District Work Plan by liaising with the Regional Comptroller and Regional Business Unit to ensure the annual District work plan is prepared, submitted, monitored and reported on according to Divisional policies and procedures.
- 5.Leads/provides direction on procurement, District business case development, contract management, alternate service delivery, partnership documentation and major project design/delivery for the District.
- 6.Supervises a team of customer service, service support and logistical delivery staff.
- 7.Manages the contractual arrangements of all District fleet, facilities and accommodations.
- 8.Ensures stewardship of District resources such as buildings, vehicles and all field and office equipment, by maintaining the District Assets and Inventory Programs.
- 9.Leads and manages the District Youth Program.
- 10.Represents the District as the Inter-Ministry Relations representative where applicable.
- 11.Leads Emergency Management Planning, Response Preparedness, and Business Continuity Planning for the District.
- 12.Coordinates the implementation of the District Health and Safety program and represents management as the Management Representative on the District Office Health and Safety Committee and ensures management representation on other workplace JHSC within the district.
- 13.The incumbent shall work in compliance with the Occupational Health and Safety Act and its regulations and any workplace practices as directed by the employer. The incumbent shall ensure that workers take precautions to protect the health and safety of themselves and others by complying with such acts, codes, policy, procedures or accepted workplace practices as may be appropriate, and ensure that where work is not carried out by the ministry, the ministry recognizes and manages any health and safety duties as an owner, employer or constructor as defined under the OHS Act. The incumbent shall advise workers of actual and potential dangers in the workplace and take the required precautions; and, respond in a timely manner to health and safety concerns raised by the employees.
- 14.Other duties as assigned.

### Knowledge:

Knowledge and understanding of the theories, principles and practices of business administration and financial planning (e.g. business planning processes, forecasting, controls, auditing, accounts payable, procurement, revenue receiving/generation, customer service) including applicable legislation, agreements, policies, direction, procedures, manuals (e.g. Delegation of Authority, OHS Act, Collective

Agreements), government structure and decision-making processes, Divisional/Program Business Plans to lead, implement and coordinate the delivery of District business functions (e.g. asset, contract, facility and records management; Health & Safety; accounts payable; revenue receiving; business case development, youth programs, human resources); implement business systems, processes, tools and effective control mechanisms; ensure stewardship of district resources (e.g. infrastructure, moveable assets, revenue); design & train staff in office set up and procedures/processes; develop multi-year business strategies; provide recommendations to maximize efficiencies and resource use effectiveness; and provide input into the development of policy and improvements to processes as the assigned regional business role lead/committee expert.

Knowledge and understanding of financial risk management techniques and analytical skills to identify/assess significant risks or issues and opportunities (e.g. in year constraints or new program delivery); advise and recommend organizational changes that may require immediate alteration during a budget cycle; evaluate work unit results against stated objectives; identify the causes of actual and projected adverse performance variances and recommended action.

Knowledge of human resource management principles, guidelines, directives, processes, related collective agreements and legislation, and supervisory skills to provide direct supervision of a team of business staff (e.g. selection, staff development and training, performance management, discipline, approving merit increases and attendance, responding to grievances) and facilitation of MNR partnership with MGS for delivery of Government Information Center (GIC)/Service Ontario sites.

Project management skills to lead program reviews, develop plans, and implement regional business projects as assigned.

Knowledge of MNRs emergency preparedness/Business Continuity legislation, policy and guidelines to lead the development and maintenance of the Districts Plans.

Presentation, interpersonal, issue management, negotiation and oral and written communication skills to provide direction, advice, training to district staff; lead the development of business plans/strategies with the District Management Team; provide expert advice, recommendations to Senior Managers within MNR as lead in a regional business function/team expert; lead the development/review of the Districts Business plan with District Management Team, staff, regional staff; negotiate services and report on performance; to negotiate partnerships and alternate service delivery contracts with Municipalities, Agencies, Contractors.

Knowledge of computer applications and capabilities in order to assess, develop and implement improved administrative control systems/procedures for the organization on an ongoing basis; provide information technology support; produce reports, correspondence, charts, spreadsheets, presentations.

Knowledge of the Occupational Health and Safety Act and those regulations made under the acts that apply to the workplace is required to supervise staff by identifying hazards and ensuring workers are trained and take precautions to protect the Health and Safety of themselves and others by complying with acts, regulations codes, policies, practices, procedures and in accordance with the IRS and to lead the development/revision and implementation of the Districts Health & Safety Program and Plans; Valid Class `G` driver`s license.

### **Judgement:**

Position works under the general direction of the District Manager, with latitude for exercising judgment in business program planning and in the development and recommendation of business strategies, processes, systems, tools and control mechanisms at the District level. Position exercises judgment in the ongoing analysis of the District resource situation through the business planning and budget process and in identifying/assessing significant risk or issues and opportunities.

Position exercises considerable judgment in recommending strategies to the supervisors across the District to deal with new issues that affect business delivery (e.g. unexpected new projects or emergency response initiatives that require resource realignment).

Judgment is exercised in advising the management team and managers in the strategic use of resources and the positioning of MNR business submissions as well as advising of future implications to ensure they reflect the strategic priorities and financial strategies of the division.

Judgment is exercised in determining impact on strategic business program objectives, priority areas of mandate, and viability of continued delivery through analysis and assessment of revenue generation and expenditure reduction processes.

As regional business function lead/expert on regional planning/project teams, and under the matrixed direction of the Regional Operations Manager, judgment is exercised in the development, review and implementation of business systems, processes, practices and guidelines to support Field Service Support Program delivery in the District/Region.

Judgment is exercised in analyzing, evaluating and recommending changes to the effectiveness/efficiency of current business systems, processes at the District/Region level.

Judgment is used in project planning, determining priorities assessing required resources, determining costs, forecasting outcomes and meeting delivery expectations.

Judgment is exercised in developing and recommending alternative service delivery options, and negotiating partnerships, contracts, and service agreements with Municipalities, Agencies, Contractors, other Ministries (e.g. MNM/MCBS).

Position works within government and ministry policies, procedures, directives, guidelines, systems and legislative authorities and must be aware of the implications of recommending alternative business strategies.

**Accountability - Programs:**

Position provides leadership and is responsible for the delivery of the Districts key business functions (moveable assets, fleet, facility and records management; human resources; health & safety; emergency management planning, information technology support, mail room services; quality customer service; revenue receiving; accounts payable; procurement; youth programs). Position is accountable for developing, communicating and implementing the delivery of the Districts strategic business and human resources plans, systems, processes, tools, financial performance objectives/standards/measures and effective control mechanisms including advice, direction and training to staff.

**Accountability - Personnel:**

Position is accountable for providing direct supervision to (x) classified staff and (x) unclassified staff members including hiring, performance management, learning and development, discipline, approving merit increases and attendance, responding to grievances, health & safety obligations and providing a work environment that promotes continuous learning and improvement. Position is accountable as MNR lead for GIC/SO Counters to facilitate local infrastructure needs as required.

**Accountability - Finance & Material:**

Position is accountable for the stewardship of District resources (moveable assets, revenue, infrastructure), implementing effective inventory control measures to safeguard assets; conducting in-year reviews/analysis;

Position is accountable for the development of a District vehicle management strategy and leading procurement and contract management functions. Position is responsible for liaising with the Regional Comptroller and Regional Financial Officers to ensure the successful implementation of the Regional Business Units financial management and reporting plan at the District.

**Accountability - Impact of Errors:**

Improper advice and recommendations given to the District Manager that pertain to the areas of responsibility of the position, could have a significant impact on program commitments/delivery and stability in the areas of public safety and the economy of Ontario leading to reductions in services/staffing levels and to criticism of the Regional Director, Assistant Deputy Ministers, Deputy Minister, and Minister (e.g. aligning human and financial resources to deal with projects or emergency responsibilities).

**Contact - Internal:**

Frequent contact with District Management Team (e.g. District Manager, Supervisors, Coordinators) for the purpose of ensuring delivery of core operational activities, logistics and business functions; developing district strategic business and human resources plans; facilitating the delivery of youth programs; discussing business planning issues, resource allocations, priority setting, project status and other matters of mutual concern. Frequent contact with staff within the Regional Business Unit and Operations Manager to discuss project delivery progress and appropriate strategies.

Regular contact with Regional Controller to facilitate co-operative approaches to policy, objectives and delivery, accountability and controllership; expedite approvals and processes; address/resolve issues; provide leadership in assigned Regional Business Unit function (s); participate on Regional teams as Regional lead/expert; to influence corporate work planning activities to align with work unit needs. Participates on the Regional Business Forum.

Regular contact with Union President, Joint Health & Safety Committee Members, District Management Team, Health & Safety Specialist to lead the development, review, implementation, audit of the District Health & Safety Program/Plan; to complete drills; to hold JHSC meetings, conduct inspections, implement recommendations and eliminate identified hazards/concerns. Regular contact with District Management Team, district staff, Regional Coordinator to develop and maintain the District Emergency Management Plan.

**Contact - External:**

Regular contact with stakeholders (resource users, license issuers), contractors, business partners and transfer agencies to negotiate contracts, partnerships and alternate service delivery agreements; recover outstanding accounts; receive revenue; discuss contract issues and to monitor and audit business arrangements.

Regular contact with ORC to discuss facility maintenance/contractors.

Maintains contact with local governments/Municipalities, Agencies, contractors, consultants for the development and maintenance of the Districts Emergency Management Plan.

Maintains contact with other ministries, federal government (e.g. Revenue Canada, OSS) on an as needed basis to ensure compliance with policies relating to capital submissions, OPS standards, funding opportunities, and capital business case formats.