



TVFR JOB DESCRIPTION

TITLE: Director of Logistics

DIVISION: Logistics

SALARY/WAGE STATUS: Grade M2

DEPARTMENT: Logistics Administration

CIVIL SERVICE STATUS: No

FLSA CLASSIFICATION: Exempt

PERS CATEGORY: General Service

SUPERVISOR: Assigned Assistant Chief

BARGAINING UNIT: No

SUPERVISION EXERCISED: Department managers of the Logistics Division

SAFETY SENSITIVE: No

PRIMARY PURPOSE

Responsible for directing all functions of the Logistics Division: Facilities Maintenance Department, Fleet Maintenance Department, Supply Department, and Respiratory Protection Program. Develops and directs strategies that support the division's programs and services for the primary purpose of supporting the operational mission of the organization. Responsible for organizing and planning the overall administration of the division's functional areas.

ESSENTIAL FUNCTIONS

The essential functions of this position include, but are not limited to, the following duties and responsibilities:

Position-Specific Functions

GOAL-STRATEGY ALIGNMENT: Develops and evaluates results of expectations and goals for divisional operations, ensuring alignment with organizational goals and strategies. Monitors/researches the industry for best practices, new developments and alternative approaches. Develops and implements change strategies as needed.

SUPPLY CHAIN MANAGEMENT: Oversees the departmental development of supply chain systems to ensure effective procurement, management, and distribution, and the optimization of operational workflows and systems towards supply chain efficiency and cost reduction.

CAPITAL PLANNING: Oversees the development and implementation of the annual and long-range capital plan for all additions and improvements to the District's facility, fleet, supply, and respiratory protection assets. Makes recommendations for action and oversees the development and implementation of capital and maintenance programs for the District. Ensures timely execution and delivery of capital projects through the oversight and monitoring of project schedules, and tracks progress against scheduled milestones.

MAINTENANCE PROGRAMS: Ensures appropriate service standards and schedules are established according to regulatory and District requirements for the preventative maintenance, repair, calibration, and testing of equipment, facilities, fleet, and systems within the division's responsibility.

CONTINUOUS QUALITY IMPROVEMENT: Ensures the design, development, and production of relevant performance metrics/KPIs for each department. Leads continuous quality improvement (e.g., lean manufacturing, Six Sigma) of the systems, processes, and policies to manage and increase the effectiveness and efficiency of the division.

INVENTORY AND MAINTENANCE SOFTWARE: Ensure adequate software systems are implemented for the accurate and timely processing of all inventory management and maintenance services including: equipment data management, preventive maintenance, predictive maintenance, labor, work order system, scheduling/planning, vendor management, inventory control, purchasing, budgeting, and asset tracking.

LOGISTICS SERVICE CENTER (LSC): Ensures a safe work environment is provided and maintained in accordance with health, safety and environmental regulations and policies to ensure the safety and wellbeing of staff and visitors and minimize the risk of accidents and injuries.

RESPIRATORY PROTECTION PROGRAM: Directs all aspects of the program to ensure District operations comply with applicable OSHA respiratory protection standards including: program administration, worksite-specific procedures, respirator selection, employee training, fit testing, medical evaluation, and respirator use, cleaning, maintenance, and repair.

RESPONSIVENESS TO INTERNAL CUSTOMERS: Ensures responsive services to all user groups, maintaining effective relationships. Develops and oversees execution of methods to evaluate stakeholder satisfaction with the division's services.

Standard Functions

GENERAL ADMINISTRATION: Directs the development of budgets within division and ensures fiscal oversight and accountability. Directs the administration of divisional record keeping. Oversees the development and revision of policies and procedures related to division's programs.

SUPERVISION: Oversees work of direct reports, including hiring, providing direction, identifying learning and development opportunities, employee recognition, managing performance, and administering corrective and/or disciplinary action. Ensures effective supervision practices of managers within division. Oversees examination processes and employee relations matters (including investigations) as assigned.

SECONDARY FUNCTIONS**Position-Specific Functions**

May assist management team in labor negotiations.

Standard Functions

Stays current in field of expertise by participating in conferences, seminars, meetings, and other learning and development events; and by monitoring literature in one's field for trends and changes occurring.

Other Functions

Must be prepared to report/remain at work during major emergencies, disasters, and some large emergency exercises with little or no notice. Must be able to meet this requirement without substantial delay by taking appropriate steps for individual and family preparedness.

May receive assignments well outside of job description or normal chain of command during major emergencies, disasters and some emergency exercises.

Ensures that personnel understand the District's requirement that employees are prepared to report to/remain at work during major emergencies, disasters and some large emergency exercises with little or no notice.

Maintains ability to contact personnel for which this position is responsible during non-work hours in the event of altered District/Division status affecting employee assignments.

Performs other duties as assigned.

JOB QUALIFICATIONS

This section describes the required and preferred education and experience qualifications, followed by competencies associated with performing the job functions. The education and experience minimum requirements below are those typically required for performing the job functions (unless specifically noted to be *preferred*). Equivalent combinations of education and experience may be considered.

Education

Bachelor's degree in business administration or related field required. Preference for academic focus in supply chain management, logistics, or business management systems.

Experience

Eight years of experience in logistics management in one or more functional areas, including but not limited to: facilities management, fleet management, or supply chain management, preferably in a mid to large sized organization.

Three years in a management role that includes formal supervision of personnel and accountability for defined fiscal resources and program outcomes.

Experience in development of strategic plans and organization-wide policies aligned with organizational objectives; development and support of capital planning and improvement plans; implementation of continuous improvement methodology (e.g., Lean, Six Sigma, Total Quality Management [TQM]); implementation of lean manufacturing principles; and/or budget preparation.

Experience creating and maintaining a positive experience for customers, including metrics to measure client satisfaction and methods to increase employee effectiveness.

Certifications & Licensures

Certifications in related areas desirable.

Position-Specific Requirements

Thorough knowledge of modern principles, practices, techniques and procedures associated with work order management, route planning and scheduling, asset management, facilities construction and maintenance, logistics, and supply-chain management.

Knowledge of public sector procurement and contracting processes preferred.

Ability to implement project and portfolio management methods, providing budgetary controls, scope management and clear status reporting to sponsors, stakeholders and governance teams.

Ability to build comprehensive work plans, manage the project budgets, facilitate team commitment and motivation, manage the expectations of key stakeholders, and communicate the status of project milestones.

Standard Requirements

Significant and demonstrated ability to apply managerial competencies to independent decision making; analysis of issues and situations; delegation of responsibility; setting and managing priorities to supervise, evaluate and coach others to excel; and development of innovative solutions to resolve complex issues or problems and to initiate effective actions in both normal and emergency situations.

Ability to meet performance goals and budget targets and competently manage division's resources. Understanding of the District's financial systems and ability to use them effectively. Demonstrated financial acumen for effectively managing the division budgets within District policy. Ability to manage vendor relationships to maximize their contributions.

Ability to establish policies and goals, and to develop, implement, and evaluate programs.

Ability to establish and maintain effective working relationships with others both inside and outside the Fire District, including those from culturally diverse backgrounds, the elderly, persons with disabilities and/or other vulnerable populations.

Knowledge of modern principles and practices of personnel management.

Ability to function effectively in a fast-paced stressful environment with frequent interruptions, multiple simultaneous assignments, and rapidly changing priorities, while maintaining a calm demeanor.

Ability to travel throughout the District to various work site locations in order to fulfill the essential functions of the position. Must possess a current, valid driver's license, and maintain a driving record insurable by the District's insurer in order to drive a District-owned vehicle or drive a personal vehicle for District business.

Ability to read and understand, and communicate effectively in English, both orally and in writing.

Solid knowledge of and ability to operate a personal computer and standard office software applications in addition to any specialized software necessary for the performance of job duties.

TVF&R Core Competencies

Ethical Integrity

Adheres to an appropriate and effective set of core values and beliefs during both good and bad times. Acts in line with those values. Rewards the right values and disapproves of others. Practices what is preached. Generates trust by keeping confidences, admitting mistakes and not misrepresenting self for personal gain. Is willing to stand up and be counted.

Customer Focus

Is dedicated to meeting the expectations and requirements of internal and external customers. Gets first-hand customer information and uses it for improvements in services. Acts with customers in mind. Establishes and maintains effective relationships with customers and gains their trust and respect.

Compassion

Genuinely cares about people. Is concerned about their work and non-work problems. Is available and ready to help. Is sympathetic to the plight of others not as fortunate. Demonstrates real empathy with the joys and pains of others.

Drive for Results

Enjoys working hard; uses time effectively and efficiently. Is action oriented and full of energy for the things seen as challenging. Perseveres, especially in the face of setbacks. Steadfastly pushes self and others for results.

Decision Quality

Makes good decisions based on mixture of analysis, wisdom, experience, and judgment. Most of one's solutions and suggestions turn out to be correct and accurate when judged over time.

Interpersonal Savvy

Relates well to all kinds of people--up, down, sideways, inside and outside the organization--building constructive and effective relationships. Builds appropriate rapport; uses diplomacy and tact. Can defuse even high-tension situations comfortably. Can quickly find common ground and solve problems for the good of all. Can represent own interests and yet be fair to other groups. Practices attentive and active listening; has the patience to hear people out. Is easy to approach and talk to.

Dealing with Ambiguity

Can effectively cope with change. Can shift gears comfortably. Can decide and act without having the total picture. Isn't upset when things are up in the air. Doesn't have to finish things before moving on. Can comfortably handle risk and uncertainty.

Personal Learning

Knows personal strengths, weaknesses, opportunities, and limits. Is personally committed to and actively works to continuously improve self. Seeks feedback; is open to criticism and receptive to discussion of shortcomings. Understands that different situations and levels may call for different skills and approaches; picks up on the need to change personal, interpersonal, and managerial behavior quickly. Watches others for their reactions to attempts to influence and perform, and adjusts. Works to deploy strengths. Works on compensating for weakness and limits.

TVF&R Managerial Competencies

Inspiring Others

Communicates a compelling and inspired vision or sense of core purpose. Talks beyond today, about possibilities; is optimistic. Creates mileposts and symbols to rally support behind the vision. Creates a climate in which people want to do their best; empowers others. Can motivate many kinds of direct reports and team or project members. Can assess each person's hot button and use it to get the best out of them. Invites input from each person, fostering open dialogue. Shares ownership and visibility, and wins/successes; defines success in terms of the whole team. Makes each individual feel their work is important; creates a feeling of belonging in the team. Creates strong morale and spirit in the team. Lets people finish and be responsible for their work.

Getting Organized

Accurately scopes out length and difficulty of tasks and projects. Sets objectives and goals. Breaks down work into process steps. Develops schedules and task/people assignments. Anticipates and adjusts for problems and roadblocks. Can marshal resources (people, funding, material, support) to get things done. Can orchestrate multiple activities at once to accomplish a goal. Uses resources effectively and efficiently. Arranges information and files in a useful manner.

Getting Work Done Through Others

Establishes clear directions and assignments. Sets clear objectives and measures, ones that are stretching. Distributes the workload appropriately. Lays out work in a well-planned and organized manner. Maintains two-way dialogue with others on work and results. Clearly and comfortably delegates both routine and important tasks and decisions. Broadly shares both responsibility and accountability. Tends to trust people to perform, yet monitors process, progress, and results. Designs feedback loops into work.

Organizational Agility

Knowledgeable about how organizations work. Knowledgeable in current and possible future policies, practices, trends, technologies, and information affecting the organization. Knows how to get things done through both formal channels and informal networks. Understands the origin and reasoning behind key policies, practices, and procedures. Understands the cultures of the organization and inherent tensions. Can maneuver through complex political situations effectively and quietly. Anticipates where the land mines are and plans approach accordingly. Is sensitive to impacts of statements and decisions on internal and external stakeholders. Looks toward the broadest possible view of an issue/challenge; can think globally. Can discuss multiple aspects and impacts of issues and project them into the future.

Managerial Courage

Takes unpopular stands if necessary; doesn't hold back anything that needs to be said. Provides current, direct, complete, and "actionable" positive and corrective feedback to others. Lets people know where they stand. Deals with problem direct reports firmly and in a timely manner. Regularly reviews performance and holds timely discussions. Faces up to people problems on any person or situation (beyond direct reports) quickly and directly. Is not afraid to take negative action when necessary. Encourages direct and tough debate but isn't afraid to end it and move on. Faces adversity head on. Can hammer out tough agreements and settle disputes equitably. Can find common ground and get cooperation with minimum noise.

Priority Setting

Spends one's time and the time of others on what's important. Quickly zeros in on the critical few and puts the trivial many aside. Can quickly sense what will help or hinder accomplishing a goal. Eliminates roadblocks. Creates focus. Makes decisions in a timely manner, sometimes with incomplete information and under tight deadlines and pressure.

Problem Solving

Uses rigorous logic and methods to solve difficult problems with effective solutions. Probes all fruitful sources for answers. Can see hidden problems. Is excellent at honest analysis. Looks beyond the obvious and doesn't stop at the first answers.

Developing Direct Reports and Others

Provides challenging and stretching tasks and assignments. Holds frequent development discussions. Is aware of each person's career goals. Constructs compelling development plans and executes them. Pushes people to accept developmental moves. Will take on those who need help and further development. Champions developmental system in place and development culture.

Written Communication

Is able to write clearly and succinctly in a variety of communication settings and styles. Can get messages across that have the desired effect.

PHYSICAL REQUIREMENTS

Ability to perform those physical activities required for performing essential functions, including but not limited to, frequent sitting, ability to be mobile, frequent keyboarding, frequent talking and hearing in person and over the phone, and continual seeing.

Additional Description

N/A

Weight

	Weight	Frequency
Ability to lift, carry, push, and pull weights up to:	N/A	N/A

Ability to lift, carry, push, and pull weights up to:

N/A

N/A

Fitness for Duty Assessment

No

WORKING CONDITIONS

8810--Office Clerical

Work is normally performed in an interior office setting separated from operations. Travel is generally limited to other TVF&R offices, though incidental travel to operational sites within the District and sites outside of TVF&R offices may occur in the performance of job duties. Work in this category involves minimal exposure to hazards or adverse environmental conditions.

Working Conditions--additional description

Requires minimal exposure to adverse conditions including extreme temperatures, inclement weather, noise, odor, dust, dim lighting, and other environmental conditions as required in the performance of the essential functions. Requires occasional travel within the District and occasional travel outside the District. May require working long hours.

JOB CHARACTERISTICS

Complexity of job tasks

Predominant work includes a broad range of many different and unrelated activities of substantial depth involving significant detail.

Predominant work regularly addresses major areas of uncertainty and requires establishing or developing new information or techniques, variations in approach and/or sudden changes.

Predominant work demands critical choices between options and involves significant evaluative judgment based on considerable and/or incomplete data.

Problem solving

Problems are often complicated and made up of several components which have to be analyzed and assessed and which may contain conflicting, incomplete or ambiguous information.

Problem solving usually involves analyzing and discriminating amongst a broadly defined and understood set of alternatives and/or the relating of precedent to new issues and risks that are usually localized.

Problem solving requires significant levels of judgment, assessment and interpretation and may require an extensive understanding of the role and responsibilities of the agency and the context in which it operates.

Predominant work demands anticipating, identifying and assessing risks and, where a range of options are available, considering the implications of each. The role must identify and lead innovative solutions.

Management responsibility/Resource accountability

Manages a group of managers overseeing work across a range of different functions.

Involves the overall responsibility for the organization, allocation and re-allocation, as appropriate, of areas of work and the evaluation of functional performance.

Requires bringing a broad perspective to team managers, encourage them to focus on different/ innovative ways of meeting business objectives, building cooperation, and promoting common direction.

Accountable for managing a significant resource base and the deployment of resources with one or more business areas. The allocated resources cover a range of business functions with a high degree of discretion on how these are managed.

Responsible for negotiating and allocating resources between competing priorities, forecasting resource requirements, creating plans, establishing appropriate progress reviews and performance measures.

Decision making

Predominant decisions concern a broad variety of matters with a significant impact to the agency, and may include the framing and shaping of policies, the setting of long-term strategic objectives, or impact on the outcome of a program or major project.

Options and choices are diverse and multiple, and the outcomes of decisions will often be unclear.

Balanced decisions require use of professional judgment, evaluating ambiguous and incomplete information, factoring risks and being sensitive to context.

Full information, analysis and authoritative recommendations are provided which is likely to be accepted by the decision maker.

Predominant actions of the role may have significant impact on the day-to-day operations of the work area and other parts of the agency, and/or a significant impact on the outcome of a program or major project for the agency.

Significant medium- to long-term affects in terms of key strategic targets and major performance achievements with regard to a range of agency objectives and results.

Accountability to outcomes

Accountable for the strategic direction of one or more functional areas, their planning processes including developing business plans, performance standards and implementing strategies for the functional area(s) that will ensure the attainment of the critical results expected.

Responsible for providing a strategic level of expertise, providing professional and technical or policy advice to produce effective operations, timely and comprehensive outputs, and adherence to required standards.

Accountable for setting the strategic direction, anticipating and establishing priorities, monitoring progress, and working to deliver agency functions or programs within an area or responsibility.

Responsible for providing leadership in implementing and promoting a climate of change and continuous improvement in addition to identifying, evaluating and managing risk in the delivery of outcomes.

Responsible for maintaining awareness of current developments in the field(s) of work, anticipating their impact on the work area and responding appropriately to mitigate risk.

Contacts and relationships

Manage relationships with stakeholders to achieve work area goals.

Liaise with a range of stakeholders in relation to difficult or sensitive issues.

Consult and advise internal and external stakeholders, anticipate and respond to their needs and expectations.

Represent the agency by promoting its interests at community and cross-agency levels and undertake a representation or presentation role on behalf of the immediate work area.

ACKNOWLEDGEMENT

This job description describes the general nature of the work performed by employees assigned to this job class. It contains a list of required responsibilities and duties. It is not intended to be a complete list, and employees assigned to this job class may occasionally be required to perform duties and handle responsibilities that are not specifically addressed in the assigned job description.

I have been given the opportunity to speak with my supervisor about any portion of the job description that I do not understand. I have

reviewed and understand the job description for my position. I acknowledge that I am responsible for performing the essential functions, duties, and responsibilities described in this job description.

PUBLICATION HISTORY

Creation date

Revision summary (after 2016 Halogen implementation)

12/8/15: Initial conversion

5/2/16: All caps formatting issue addressed.

7/1/17: Salary structure modified; M3 positions moved to M2 in structure.

10/1/19: Significant revisions associated with 7/1/19 restructure and new template.

8/31/20: Significant revisions ahead of recruitment.