

Lead Supply Technician (DHS/ICE- S.W.Wash., DC)

Description of Work:

Establishes and maintain technical and administrative internal control documentation and reports in support of program functions and project activities. Provide day-today leadership and coordination of overall contract support operations.

- Assist and instruct customers on how to properly prepare forms for inventory and disposal of excess equipment
- Create and distribute work orders requested by the customer; ensure work orders have been completed and processed on-time
- Follow-up on delays or problems, submitting appropriate supply notifications, reports, discrepancies, etc.
- Provides system wide supply support; ensures all requests are entered into the shared drive for tracking and reporting purposes.
- Update database and gather documents to support excess assets that are being transferred to agencies for disposal action. Serve as the “book keeper” for the contract.
- Ensure that all excess items are properly transferred to the correct stewart code and all serial numbers, condition codes and dollar values are accurately entered into the database.
- Performs material coordination duties such as researching and preparing documents for supply requests and create purchase card orders.
- Prepare truck logs and manifest and ensure that they are accurate and coincide with sign-in sheets and work orders.
- Prepare requests for vehicles (trucks) and overtime; ensure that requests have the required information for management’s review and approval
- Prepare reports and maintain required files associated with project service and activities
- Prepare SF 120, 122’s and G 504’s for management review prior to submitting them to the Government for approval and signature. Take final event action for all items that are shipped to USDA, NASA, UNICOR and donation receipts.
- Resolve routine and complex supply transactions and/or material discrepancies

Educational Requirements:

Must have either an Associate’s Degree **or** a high school diploma.

Experience Requirements:

Shall have a minimum of eight (8) years of recent and progressive experience in conducting comprehensive logistical functional processes and support service activities in the following areas: supply, property management, facilities, procurement, finance, etc. Must have at least (5) five of the (8) years of working experience with the Sunflower System. Also, at least three (3) of the eight (8) years of work experience shall have been in an equivalent leadership or facilitator role.

Additional Required Knowledge and Skills:

In addition to the experience and educational requirements above, the Lead Supply Technician shall clearly possess the following knowledge and skills:

1. Ability to express oneself logically and concisely in both, oral and written form, with management officials and personnel at all levels.
2. Skill in establishing and maintaining rapport and conducting oneself in a tactful, diplomatic, and confidential manner with officials and personnel at all levels.
3. Knowledge of administrative management and support services operational activities (i.e., supply, property management, facilities, procurement, finance, etc.)
4. Skill in operating applicable office automation equipment and automated systems/subject matter applications.
5. Ability to provide technical guidance to lower level contractor personnel.