

Government Property Manager

Job Locations

US-ME-Saco
Requisition ID
2022-14928
Position Type
Full Time
Category
Supply Chain/Logistics
Overview

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General Dynamics Ordnance and Tactical Systems (GD-OTS), a premier provider of ordnance, weapons and tactical systems to the US Department of Defense and allied nations, is seeking an experienced Government Property Manager to join our Saco, ME team. We are about supporting the mission of the warfighter. Our products can be found with every U.S. military branch and with allies around the world.

The Government Property Manager is responsible for the direct and indirect management/supervisory responsibility for professional property personnel across multiple sites and product lines. Responsible for a broad range of property oversight matters including administrative control and accountability in all life-cycle and FAR Property Clause required outcomes/elements.Â

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Major Position Responsibilities

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Maintain or ensure the maintenance of auditable records of government-owned and customer-owned property located at the Weapon Systems' facilities and associated vendor/subcontractor facilities.

Ensure records include authority to have the property and an audit trail of acquisition, receipt, identification, records, physical inventory, utilization, reports, sub-contractor control, maintenance, disposition and contract property closeout. Identify, develop and design training on controlling government property to other functional areas including but not limited to Government Property Representatives, Contracts, Program Management, Procurement, Engineering and Operations.

Oversee preparation or prepare internal and external reports pertaining to government property. Maintain auditable backup data and files e.g. Loss, Theft, Damage or Destruction of property (LTDD); Reports of Discrepancy; report applicable property in the Item Unique Identification (IUID) registry; and reports of inventory and Plant Clearance.

Write correspondence to internal and external customers, vendors, and DCMA personnel. Prepare draft procedure changes to implement FAR/DFARS requirements or locally directed management changes.

Prepare status reports to management on departmental activities.

Direct interface with Government agencies on Government Property Audits, transfers, closeouts, inventories and other inquiries for all cognizant prime and subcontracts. Reviews vendor/subcontractor's control of customer property in coordination with the Supply Chain Management

Performs or oversees self-assessment of compliance to published procedures and FAR/DFARS

requirements at secondary sites. This may be accomplished through site visits.
Coordinates all aspects of the analysis by interfacing with appropriate department personnel and the DCMA's Property Administrator, if necessary, secure any corrective actions necessary.
Assist in appropriate phases of the Government's survey during PMSA or out of cycle audit reviews of site's Government Property Management System.
Assures that deficiencies noted during the survey are immediately addressed by informing the responsible supervisors of the findings, recommending solutions and assisting in the development and implementation of the corrective action plan.
Create, update and maintain records (active and retired) in current and accurate status reflecting the various life cycle events (cradle to grave) including maintaining supportable evidence via soft or hard copies of the life cycle transactions.
Provide property guidance on all new business proposals or contract awards. Ensure compliance with company policy and procedures, contractual and FAR/DFARS requirements.
Interface with other functions to ensure property record keeping and reporting.
Develop and/or implement process and procedures for performing self-assessments to determine process control and measurements of all cognizant business units.
Lead coordination efforts with the other General Dynamics-OTS Property Managers to create a property community and share best practices and lessons learned.
Provide work status to manager on an established basis.
Responsible for detailed review tasks for specific government property elements.
Responsible for identifying and resolving complex systems problems.
Analyze current practices for deficiencies and determines potential corrective action.
Develop strategies, testing and analysis methods for more complex problems with limited guidance from management.
Develops practical and economic solutions to property problems with high complexity in compliance with given requirements.
Responsible for preparing presentations for internal/external peers, and customers.
Develop and coach/mentor less experienced property professionals to reach their full potential.
Participate and... For full info follow application link.

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Minorities/Females/Protected Veterans/Disabled