

## Job Title: Purchaser

Req ID: 789

Business Unit: Corporate Services

Division: Legal and Risk Management

Regular/ Auxiliary: Regular

Pay Grade: CAN/05/02/J16

Rate of Pay: \$42.97 - \$48.72 per hour

Hours of Work: 80 hours bi-weekly

Posting Date: November 20, 2024

Closing Date: Open until filled, submission review will begin on December 4, 2024

### Summary

This position is responsible for the centralized purchasing functions of the Integrated Water Services (IWS) Department and supports other departments with procurement issues in accordance with corporate purchasing policies and procedures. This position procures a wide variety of goods and materials, supplies, equipment, vehicles and services, ensuring optimum use of dollars expended while meeting specific performance criteria. The position provides oversight of warehouse operations.

### Key Duties & Responsibilities

- Provides advice and guidance regarding application of corporate procurement policies, procedures and issues and recommends changes to improve purchasing methods and procedures.
- Represents the CRD on Greater Victoria Joint Purchasing Group, attending regular meetings to share best practices and participate in joint bids as appropriate.
- Provides input into the corporate ERP system roadmap related to procurement and inventory management and provides system design input and testing support.
- Prepares all aspects of IWS specifications and tenders, assists with analysis of bids including legal compliance, price, quality and conformance to specifications, analyzes vendor recommendation and assists in arranging execution of contract documents for award.
- Develops, assists and evaluates public bid process.
- Reviews government regulations and legislation which may affect department purchases.
- Anticipates, consolidates and co-ordinates internal customers' purchasing needs and initiates, prepares, negotiates and monitors annual purchase contracts.
- Supports the quotation process by reviewing requisitions for quantity, specifications, and delivery requirements; preparing specifications, obtaining competitive quotations and evaluating quotations; and places orders and follows up to ensure terms are met.

- Develops proposal evaluation standards based upon decision criteria such as suitability, cost, terms, etc. within budget.
- Researches products and services as identified by clients assessing quality, reliability, cost efficiency and arranges for the demonstration and evaluation of new equipment or products including the submission of recommendations and reports.
- Develops and provides advice on alternate sources of supplies to ensure continuous availability of high quality goods and services.
- Sets and monitors quality standards for suppliers' products and practices to ensure purchasing policies and procedures are adhered to and that quality products and services are obtained.
- Maintains and forecasts appropriate inventory levels to ensure demands and emergency needs can be met.
- Develops system capabilities related to inventory location data and inventory reporting and plans and oversees periodic and/or annual inventory counts and reconciliation to general ledger.
- Provides supervision and guidance to warehouse employees including providing training and performance feedback.
- Assists in, and advises on, the appropriate disposal of surplus equipment and inventory.
- Ensures conformance and compliance with established safety standards and regulations.
- Follows all policies, procedures and standards of the CRD.
- Performs other related duties as required.

### **Key Skills & Abilities**

- Excellent communication (verbal and written), interpersonal and customer service skills.
- Strong MS Word, Excel, PowerPoint and Outlook and SharePoint skills.
- Strong ability to work with and advise internal clients regarding purchase of materials and services.
- Strong ability to work within budgetary constraints in accordance with purchasing policies and procedures.
- Strong ability to coach, lead, mentor and supervise others in the work unit.
- Strong ability to work within purchasing and warehousing policies and procedures, methods and controls.
- Working knowledge of water, wastewater and utility parts and supplies.
- Considerable experience with automotive and heavy duty equipment parts and their adaptability/interchangability with other parts and supplies from different manufacturers /suppliers.
- Strong ability to maintain strong vendor relations and communications to negotiate and ensure that terms and conditions are being satisfied.
- Strong ability to represent the CRD effectively in dealing with and establishing collaborative relationships with external suppliers.

- Advanced attention to detail with a commitment to data accuracy and integrity.
- Strong ability to remain current with CRD standards for supplies and equipment.
- General local government sector experience in a related field.
- Considerable experience with and understanding of Enterprise Resource Planning (ERP) systems such as SAP.

#### Qualifications

- Diploma in a related discipline
- Courses in a related discipline
- A minimum of 3 years' directly related experience
- A minimum of six months' supervisory experience

#### Certifications

- Supply Chain Management Association of Canada membership
- Valid BC Driver's Licence

#### APPLICATIONS

To apply for this exciting opportunity, please visit our careers site <https://www.crd.bc.ca/about/careers> and click "Apply now" within the 'Purchaser' Requisition 789 opportunity to submit your resume and covering letter online.

We welcome all qualified applicants to apply and may consider a combination of experience, education and/or training where possible.

*The Capital Regional District wishes to thank you for your interest and advises that only those candidates under active consideration will be contacted.*

