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PURCHASING SUPERVISOR

Job Type: Temporary Full-Time (up to 22 months)

Employment Group: CUPE Inside

Date Posted: July 18, 2022

Closing Date: August 14, 2022

Job Category: Purchasing & Risk Management

Branch/Location Office: City Hall

Salary Range: \$39.74 - \$42.81/Hour

The City of Port Moody has an excellent temporary, full-time opportunity for a Purchasing Supervisor to join our team. This position will cover the absence of a regular employee on leave from October 2022 for up to 22 months.

The Purchasing Supervisor performs complex purchasing functions including the purchase of high value, highly complex, and non-standard goods and services for various City departments while ensuring best value and compliance with Trade Agreements and City policies. The Purchasing Supervisor prepares, reviews, and analyzes detailed specifications, competitive bid documents and contracts, ensuring competitive bidding law requirements are met. This position also supervises junior staff and provides advice, guidance, and advanced technical support and expertise to department clients on purchasing requirements and issues.

Responsibilities:

- Perform technical purchasing assignments for a wide variety of commodities and services, including large dollar, high profile and / or high risk capital projects that are typically time sensitive
- Administer the procurement and tendering process, from planning process, review of specs and reports, preparation of procurement and tender documents to posting of bids, monitoring of competitive process, evaluation, debriefings, issuing award documentation, preparing contracts, and review of supplier performance
- Provide professional advice and strategic guidance on purchasing issues and the contracting process while considering City policies, Canadian and

International Contract Law, Trade Agreement rules and obligations, and best practices

- Provide supervision and direction to other clerical positions within the department as they relate to the support of the purchasing functions
- Provide recommendations for changes to policies, procedures and practices to improve purchasing function
- Establish and maintain effective working relationships with staff, consultants, contractors, suppliers, regional purchasing professionals, and the general public
- Provide backup for the Manager of Corporate Purchasing & Risk Management as required

Basic Qualifications:

- Grade 12 completion and two years of post-secondary education, including completion of the (SCMP) Supply Chain Management professional designation (or equivalent designation), and seminars in the laws of competitive bidding, contract law, and contract administration
- Courses or seminars in risk management considered an asset
- Four years of related procurement experience, preferably in the public sector
- Thorough knowledge of current purchasing and supply management principles, methods and practices, particularly as they relate to a local or regional government
- Knowledge of contract law and risk management with the ability to interpret and apply the laws of contract and competitive bidding to a variety of situations
- Knowledge of developing procurement strategies and issuing competitive bid RFX documents including
- Training or experience in the use of contract documents through MMCD and CCDC
- Working knowledge of e-procurement, including bids&tenders and the BC Bid process; WorkSafe BC regulations and Contractor Coordination requirements; and project management and contract administration
- Ability to identify and manage risk inherent in goods and service acquisitions, to meet insurance and bonding requirements
- Ability to facilitate interdepartmental evaluation teams through complex bid evaluations and make recommendations for complex and / or specialized purchasing issues
- Excellent analytical, problem solving and decision making skills
- Strong planning and organizational skills and excellent attention to detail
- Intermediate proficiency in MS Word and Excel
- Ability to review and supervise the work of junior staff and provide training as required
- Valid BC Driver's Licence

Please note that employment with the City of Port Moody is subject to the receipt of a satisfactory police information check as well as a satisfactory driver's abstract.

Applicants are advised that it is a condition of employment with the City that a successful candidate who is not already employed by the City provide proof that they are fully vaccinated against COVID-19, subject only to human rights-based accommodation in applicable circumstances.

The City of Port Moody strives to be an employer of choice, and offers an excellent benefits package as well as professional development opportunities, and, for some positions, remote work opportunities.