

BE PART OF A BOLD FUTURE WITH A CITY ON THE MOVE

MapleRidge.ca/Careers



SENIOR BUYER

Competition # 25-162

Status: Regular Full-Time

Department: Finance & Procurement

Salary: \$43.36 - \$51.14 per hour

Closing: October 13, 2025

We strive for excellence as we deliver vital municipal services with innovation, accountability and efficiency to meet the needs of the community now and into the future. Be part of our story. Come grow with us!

POSITION OVERVIEW

Join the City of Maple Ridge as a Senior Buyer and take on a key leadership role in municipal procurement. In this dynamic and strategic position, you will lead the procurement of complex goods, services, and equipment while advising departments and ensuring purchasing activities meet policy, legal, and ethical standards. Your expertise will directly support the City's operations and service delivery, while helping shape procurement best practices and optimize value for the community.

As a Senior Buyer, you will oversee the full procurement lifecycle—from competitive sourcing to contract administration—and play an advisory role to departments on risk, compliance, and market conditions. You will support innovation through research and analysis, liaise with cooperative buying groups, and may direction to junior procurement staff.

If you are an experienced public procurement professional who excels in complex purchasing and public sector standards, this is an exciting opportunity to bring your skills to a municipality that values collaboration, transparency, and results.

In This Role You Will:

Supporting the end-to-end procurement process for goods, services, materials, and equipment, including preparing specifications, tender documents, contracts, and cost estimates.

Conducting supplier research, interviews, site visits, and evaluations to secure competitive pricing, terms, and conditions.

Administering and monitoring contracts, resolving bid irregularities, and ensuring compliance with legal, ethical, and policy requirements.

Providing procurement expertise, guidance, and support to departments, suppliers, and junior staff.

Researching market conditions, analyzing products and services, and preparing recommendations for purchase, lease, or disposal.

Representing the City in cooperative buying groups and coordinating major purchases.

Preparing and maintaining procurement records, reports, and documentation.

DESIRABLE TRAINING AND EXPERIENCE

Completion of Grade 12 supplemented by completion of requirements for the Supply Chain Management Professional (SCMP) or equivalent designation, plus sound related public sector experience, or an equivalent combination of training and experience.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of the policies, procedures, standards, methods and regulations governing municipal procurement.

Considerable knowledge of the sources, quantities, types and prices of goods, commodities and services required.

Considerable knowledge of contract law negotiation and corporate insurance.

Sound knowledge of market conditions, price trends and business conditions affecting the work.

Sound knowledge of accounting systems and procedures as applied to procurement operations.

Sound knowledge of computer applications related to work.

Sound knowledge of the functions and requirements of the departments served.

Ability to make recommendations concerning procurement procedures and practices, to ensure practices are consistent with standards and laws.

Ability to prepare specifications, contracts, and tender documents for a variety of products and services and to monitor and administer such contracts.

Ability to evaluate quantity, price and service factors to determine quality and suitability of all supplies, services and commodities purchased or leased.

Ability to study and review market conditions and recommend sale strategies and to arrange for disposal of obsolete or surplus stock and equipment.



Ability to establish and maintain effective working relationships with a variety of internal and external contacts such as suppliers, the public and members of other municipalities.

Ability to present ideas effectively orally and in writing.

REQUIRE LICENCES, CERTIFICATES AND REGISTRATIONS

Valid Class 5 Driver's License for the Province of British Columbia.

PREFERRED QUALIFICATIONS

The ideal candidate will have public sector procurement experience. (i.e. Municipal, Provincial, Federal, Education, Health Care, and other Government Sectors)

Please apply at the link below:

<https://mapleridge.hiringplatform.ca/processes/e66bf4ec-7a90-409a-97bb-2b3c7596c94d?locale=en>

EQUITY STATEMENT

At the City of Maple Ridge, we are dedicated to cultivating an inclusive culture that actively values and embraces diversity. We strive to attract and retain a talented, diverse workforce that is broadly reflective of the community we proudly serve. Accommodations are available on request for candidates taking part in all aspects of the selection process by contacting recruitment@mapleridge.ca.

WHAT WE OFFER YOU

The City of Maple Ridge is a great place to work with competitive compensation packages that include the Municipal Pension Plan, a strong employee wellness program and the opportunity for professional career growth and professional development. If you want to help shape a growing community in a municipality that strives for service excellence, then this is the position for you.

We thank all applicants for their interest, however, only those under consideration will be contacted.



City of
Maple Ridge

11995 Haney Place
Maple Ridge BC V2X 6A9

MapleRidge.Ca
@YourMapleRidge

