

Recruitment Details

Bid Opportunity Document and Construction Services Specialist

Department: Corporate Finance

Designated Work Location: 185 King Street: "Hybrid with designated work location"

Position Type: Permanent, Full-time

Salary:

A1: \$2,729.34 - \$3,665.45 Bi-weekly

A2: \$2,729.34 - \$3,573.31 Bi-weekly

Posting No: 125127

Closing Date: October 8, 2024

Providing a wide range of services to over half of all Manitobans, The City of Winnipeg is one of the largest employers in Manitoba. We provide a comprehensive range of benefits and career opportunities to our employees. These include competitive salaries, employer-paid benefits, dental and vision care, pension plans, and maternity/parental leave programs. Additionally, we offer education, training, and staff development opportunities to ensure that our employees are equipped with the necessary skills to advance in their careers.

Our Benefits web page provides detailed information about the benefits we offer, and we encourage you to visit it for further information at [City of Winnipeg Benefits](#). We take pride in fostering a respectful, diverse, safe, and healthy workplace where our employees can thrive and achieve their full potential.

Flexible work arrangements, which may include flexible hours, or a hybrid of remote work may be available; subject to review and approval. Currently, purchasing staff Work two (2) days remote and three (3) days on-site. Please note that Employees who are approved to work remotely are responsible for and must demonstrate that they are available to return to their Designated Work Location and/or other work location to attend meetings or attend other tasks that occur in person.

The City is committed to attracting and retaining a diverse skilled workforce that is representative and reflective of the community we serve. Applications are encouraged from equity groups that have been and continue to be underrepresented at the City; Indigenous Peoples, Women, Racialized Peoples, Persons with Disabilities, 2SLGBTQQA+ Peoples and Newcomers are encouraged to self-declare.

Requests for Reasonable Accommodation will be accepted during the hiring process.

Preference to internal applicants may be applied.

Job Profile

Under the general direction of the Procurement Coordinator, the Bid Opportunity Document and Construction Services Specialist is accountable for providing bid opportunity document development services and/or for developing and establishing contracts for construction services and related administrative processes. This position operates with a high degree of independence.

This position requires a considerable amount of time to be spent reading, seeking consultation, watching documentaries and newscasts, participating in applicable associates, attending courses, seminars, and lectures to continually develop knowledge of factors affecting the overall business climate (e.g. market opportunities, market sector trends, interest rates).

As the Bid Opportunity Document & Construction Services Specialist you will:

- Provides technical assistance to other branches, divisions and departments.
- Develops strategies and determines priorities for the acquisition of goods and services and establishes contracts for goods and services.
- Assists in directing the activities of the division to ensure effective and efficient operation.
- Acts as liaison with other divisions, departments, external organizations and individuals regarding bidding procedures, contracts, specifications and market opportunities for goods and services.
- Assists in identifying training needs and in developing programs and materials and, in some instances, train staff of other branches, divisions and departments.

- Assists in developing and implementing operating systems.

Your education and qualifications include:

1. Post-secondary degree in a related discipline supplemented by a Supply Chain Management Professional Designation (an equivalent combination of education and experience may be considered).
2. Supply Chain Management Professional (S.C.M.P.) or Certified Public Purchasing Officer (C.P.P.O.).
3. 2 to 3 years of materials management experience including experience in the preparation and administration of complex contracts and with public procurement.
4. Thorough knowledge of, and previous experience applying, the principles and practice of materials management.
5. Previous experience drafting contracts and specifications for a wide range of goods and services.
6. Excellent organizational skills with the ability to establish priorities, identify opportunities and risks, manage a diverse work load and be able to work under a variety of conditions.
7. Strong decision making and analytical skills including the ability to solve difficult problems, analyze and evaluate information, identify and distinguish between relevant and irrelevant information and draw sound conclusions.
8. Demonstrated ability to work in a team environment, must be a team leader committed to achieving goals and producing quality results.
9. Strong oral and written communication skills including the ability to communicate with all levels of the organization, including senior management.
10. Experience with and proficiency using a variety of computer programs including Microsoft Office Software (Word, Excel, Outlook and PowerPoint) along with the aptitude for learning new software applications.
11. Demonstrated ability to formulate and control budgets would be an asset.

***IMPORTANT:** Applicants who have been educated outside of Canada must have education which is comparable to the minimum qualification in Canada. Applicants submitting foreign credentials require an official academic assessment report issued by a recognized Canadian assessment service <https://www.canalliance.org/en/> at application.

Conditions of employment:

- The successful applicant must maintain legal eligibility to work in Canada. If the successful applicant possesses a work permit, it is their responsibility to ensure the permit remains valid.
- A Police Information Check from the Winnipeg Police Services department, satisfactory to the employer, will be required. (At the applicant's expense)
- Must be able to travel to attend off site meetings while on City business, as required

How to Apply

APPLY ONLINE, including all documentation listed below:

1. Current resume (**Required**).
2. Cover letter (**Required**).
3. Applications submitted without REQUIRED documentation will not be considered.

Your application documents must clearly indicate how you meet the qualifications of the position.

Notes

Online applications can be submitted at <http://www.winnipeg.ca/hr/>. For instructions on how to apply and how to attach required documents please refer to our FAQ's or contact 311.

Hours of Work: 8:30 a.m. to 4:30 p.m. Monday through Friday

Employee Group: WAPSO, Grade 3

Position Reports To: Procurement Coordinator

1. **In accordance with Article 4, an employee who enters the bargaining unit on or after the date of ratification [October 29, 2020] shall be placed on Schedule A-2.*

Employees of the bargaining unit who are on Schedule A-2 at the time of ratification will continue to be paid in accordance with Schedule A-2.

Employees of the bargaining unit who are on Schedule A-1 at the time of ratification will continue to be paid in accordance with Schedule A-1 until they are the successful applicant to a position at a higher Administrative Salary Level (Grade) or they (or the Association on their behalf) initiate a successful reclassification to a higher Administrative Salary Level (Grade) in which case they will be placed on Schedule A-2 and subsequently follow article 25-2 (Position Evaluation - Treatment of Incumbents).

Only candidates selected for interviews will be contacted.