

CITY OF HAMILTON

CITYHOUSING HAMILTON (STRATEGY & QUALITY IMPROVEMENT SECTION - LOCATION - HESS & MAIN ST. W.)

SERVICE CONTRACT ADMINISTRATIVE COORDINATOR – CUPE 5167

SUMMARY OF DUTIES

Reporting to the Manager, Strategy & Quality Improvement, the Service Contract Administrative Coordinator evaluates costs and tracks expenditures for the CityHousing Hamilton (CHH) service contracts. Prepares, advises, and provides information and reports to staff, other departments and CHH Board of Directors. Coordinates the preparation and tendering processes, requests for proposals, change orders and job quotations and administers specifications, policies, procedures and standards associated with service contracts.

GENERAL DUTIES

Liaises with required internal and external groups including but not limited to Procurement, Finance, Operations as well as external contractors for the administration of the service contracts.

Coordinates and collaborates in the preparation of procurement documents for Public and Short Form Tenders (PT/SFT), Request for Proposals (RFP) and Formal and Informal Quotations (QT) by ensuring the adhering to CHH Policies and Procedures, assembles tender packages, including word processing specifications, reviewing and editing service contract documents from staff, distributes and prepares requests for proposals, change orders and job quotations.

Initiates the execution of Purchase Orders by reviewing the tender submissions for compliance, ensures all required documents are received and complete including WSIB Clearance Certificate, Liability Insurance, City Trade License and Electrical Safety Authority License.

Creates, reviews, edits and monitors all associated administrative activities for the service contracts including but not limited to Change Orders, Addenda, Purchase Orders, Bid Submissions, Success and Award letters, Payment Certificates and project schedules.

Monitors, on a regular basis, the status of Workplace Safety and Insurance Board Clearance Certificates, Liability Insurance, Electrical Safety Authority and City Trade Licences for contracts and certified work. Notifies contractors of expiration dates; suspend/remove contracts as required.

Composes and proofreads correspondence of a general, confidential and technical nature from verbal and written copy.

Prepares and issues meeting minutes and all service contract correspondences such as contract attachments, tender evaluation reports, CityHousing Hamilton Board of Director reports and letters of notification or regret to contractors.

Reviews invoices to ensure accuracy of amounts, job codes, purchase order numbers, tenders, requests for proposal and quotation numbers, Follows up any discrepancies with appropriate staff, contractor or consultant.

Prepares all change orders ensuring required back-up is included, forwards to Senior Project Manager for authorization. Presents to Tender Evaluation Award Committee for approval.

Participates in continual improvement reviews on administration protocols, contract policies and procedures, templates and forms and suggest/undertakes required changes.

Interprets plans and specifications for contractors, staff and the public.

Acts as Recording Secretary at meetings with contractors and staff.

Receives and responds to enquiries from staff, emails, tenants, Councillor's office, contractors, other departments, government agencies and municipalities.

Operates equipment such as binding machine, copier, scanner and printer.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Demonstrated knowledge of the principles and practices of business accounting and finance usually acquired through the successful completion of a community college diploma in accounting or financial field or other relevant field or through a combination of education and relevant previous work experience.
2. Previous experience in service contract and maintenance operation of a Social Housing Program office is required.
3. Proven demonstrated experience in coordinating financial budgets. Ability to prepare computerized spreadsheets and departmental budgets.
4. Considerable experience with the preparation of contract tender documentation and an understanding of specifications and terminology.
5. Must possess an understanding of business practices in particular as they relate to tender processes and requests for proposal.
6. Strong administrative skills with excellent attention to detail involving coordinating, reporting and tracking tendering documents gained through practical experience.
7. Comprehensive working knowledge in contract administration and specification coordination.
8. Experience in a computerized environment. Excellent working knowledge of Word, Excel, Microsoft Office Asset Planner, NEC with specialization in word processing and spreadsheet skills.
9. Must possess excellent report writing, interpersonal and communication skills.
10. Knowledge of demonstrated ability to understand and interpret corporate policies and procedures including the Ontario Health & Safety Act and Purchasing Policy.
11. Ability to organize and prioritize multiple tasks and assignments in order to meet deadlines.
12. Must possess a valid Class G Driver's Licence.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
