

CITY OF HAMILTON

HEALTHY AND SAFE COMMUNITIES DEPARTMENT

(HAMILTON FIRE DEPARTMENT – MECHANICAL SECTION – LOCATION – 489 VICTORIA AVE. N.)

STOREKEEPER – LOCAL 288

SUMMARY OF DUTIES

Reporting to the Chief Mechanical Officer, the Storekeeper is responsible for co-ordination, procurement, inventory control and distribution of a complex inventory of departmental assets including personal protective equipment (PPE) clothing, operating supplies and ancillary equipment. Provides direction to the Shipper/Receiver regarding the scheduling of departmental deliveries.

GENERAL DUTIES

Liaises with approved vendors and suppliers on available products, monitors trends and market conditions and reports on issues impacting supply chains in a timely and proactive manner to ensure a continuous supply of assets.

Monitors vendor performance and reporting in accordance with the Procurement Policy By-law.

Ensures compliance with Procurement Policy By-Law with vendor selection, product specifications, pricing, procurement and receipt of goods and services. Responsible for preparation of RFQs and other required competitive processes to obtain equipment and other required supplies.

Ensures accurate and timely inventory records, controls, and reporting through regular counts, reconciliations and establishment of reorder points for stocking purposes to maximize efficiency based on departmental needs.

Places and processes orders of ancillary operational equipment and supplies to ensure required departmental station and inventory levels are maintained.

Prepares, processes and enters pre-requisition forms and monitors the validity of purchase order amounts and terms to ensure compliance with Procurement Policy By-law.

Follows-up and communicates status of requisitioned items and delivery dates.

Receives stock verifying quality, expiry dates and accuracy with completion of associated inventory record keeping for audit purposes

Receives and distributes all uniform, fatigue and protective clothing and supplies.

Responsible for reporting and monitoring expiry and/or required maintenance of protective clothing and equipment.

Matches all packing slips to requisitions and processes all required documents and information for accurate and complete inventory records management.

Monitors vendor contract terms, expiration and extension periods in a proactive manner and prepares required working papers to allow continued supply of goods, services and equipment. Ensures the safe storage, delivery and processing of all inventory and equipment including dangerous goods and compressed air cylinders.

Ensures orders are prepared on a timely basis to allow Shipper/Receiver adherence to scheduled deliveries and adjusts as required to support emergency needs as determined by Chief Mechanical Officer.

Loads and unloads inventory of various firefighting and mechanical equipment to and from the Mechanical Division as required.

Assists with delivery of supplies and equipment to various locations as required.

Utilizes available technology and systems to facilitate the functions necessary for asset management and inventory control.

Reports concerns regarding fluctuations and consumption/use rates of various supplies and equipment to Chief Mechanical Officer and adjusts reorder points to ensure that stock demands are met.

Maintains stockroom in a safe, clean and organized manner with appropriate disposal of goods in accordance with Procurement Policy By-law as required.

Conducts annual cleaning and inspection of warehouse and makes recommendations and proposes continuous improvement initiatives to the Chief Mechanical Officer.

Provides superior customer service to departmental and City staff and external suppliers.

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.

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

QUALIFICATIONS

1. Ontario Secondary School Diploma. Have a minimum of 30 credits from Ontario Secondary School (Grade 12. Previous experience related to duties listed above normally acquired through a combination of education and relevant work experience.
2. Demonstrated experience in procurement, inventory control, logistics, materials and warehouse management.
3. Experience in electronic inventory control, material management applications and/or asset tracking software and technology.
4. Must possess a Class "G" Driver's Licence. Ability to obtain and maintain a Class "D" with "Z" endorsement (air brake).
5. Computer literacy in a Windows environment including proficiency in word processing, spreadsheets and data entry. Experience with databases would be considered an asset
6. Demonstrated experience working in a fast-paced environment with multiple priorities in an organized manner with attention to detail.
7. Must have the physical ability to lift 50 lbs. independently.
8. Experience in handling of compressed air considered an asset.
9. Ability to operate a fork lift would be considered an asset.
10. Ability to work from heights.
11. Due to the nature of emergency services, the incumbent may be required to report to work outside of normal business hours of various shifts including days, afternoons, weekends and holidays. The work schedule is subject to change based on the departmental needs.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.

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