

CITY OF HAMILTON

HEALTHY AND SAFE COMMUNITIES DEPARTMENT (HAMILTON FIRE DEPARTMENT – ADMINISTRATION – LOCATION – TBD)

ASSET MANAGEMENT ADMINISTRATIVE COORDINATOR – FIRE - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Manager, Operations/Assistant Deputy Chief, the Asset Management Administrative Coordinator – Fire performs a variety of administrative and asset management support functions for the Hamilton Fire Department (HFD).

GENERAL DUTIES

Inputs, reviews data and queries reports from an asset management information system to track inventory, facilities information, equipment and other assets.

Ensures accurate and timely asset management records, controls, and reporting through coordination of regular counts and reconciliations.

Performs purchasing and contract management functions by preparing purchase requisitions, monitoring and tracking purchase orders. Follows up on invoicing issues and ensures terms of contracts are adhered to. Provides reporting on Purchase Orders and replenishes funds as directed by Administration.

Processes all required documents and inputs information for accurate and complete asset management records.

Maintains and tracks new equipment inventories and warranty information.

Maintains database of all renewing contracts and determines which contracts are up for renewal on a timely basis.

Maintains Policy 10 and 11 Purchase Orders, forms and back-up.

Reviews capital contract tender related purchase requisitions and vendor invoices to ensure appropriate expenditures and approvals; maintains and co-ordinates contract payments.

Assists to identify new asset items, asset movement and obsolete assets, makes recommendations based upon data analysis.

Follows-up and communicates status of requisitioned items, inspection reports action items and delivery dates.

Utilizes available technology and database systems for tracking, reporting, monitoring and maintaining facilities requests, inspections, compliance, asset management and inventory controls.

Liaises with vendors, contractors and staff for procurement, repairs and maintenance of HFD facilities, assets and equipment including Facilities Service Desk triage.

Maintains, issues and monitors HFD cleaning, fuel and ID cards and vehicle remotes.

Processes all asset management records including vehicle administration, registration and licensing requirements.

Assists with appropriate disposal of goods in accordance with Procurement Policy By-law as required.

Maintains office filing system including facilities and asset management, contracts and warranties and other documentation.

Compiles and update reports such as monthly statistical and account reconciliations.

Assists with administrative functions of uniform and clothing fittings, orders and inventory as required.

Provides backup administrative support and coverage for other divisions within Hamilton Fire Department.

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 duties of this position.

QUALIFICATIONS

1. Previous business office experience related to duties listed above normally acquired through a combination of education and related work experience.
2. Demonstrated excellent verbal and written communications skills.
3. Advanced computer literacy in a Windows environment including advanced proficiency in word processing, databases and spreadsheets. Ability to input data at an accurate and acceptable speed.
4. Knowledge of PeopleSoft and Oracle Webcenter would be considered an asset.
5. Demonstrated ability to prepare standard reports, compile statistical analysis utilizing problem solving skills.
6. Developed understanding of City of Hamilton Procurement By-law and policies an asset.
7. Demonstrated ability to accurately complete forms, verify and process procurement and accounts payable documents and maintain records and files.
8. Demonstrated experience working in a fast-paced environment with multiple priorities in an organized manner with attention to detail.
9. Must possess initiative, good judgement and ability to work independently.
10. Able to travel and work in multiple locations.
11. Must have a valid class "G" Driver's Licence.

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.
