

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(TRANSIT DIVISION - LOCATION – MOUNTAIN TRANSIT CENTRE, 2200 UPPER JAMES ST.)

SENIOR STOCKKEEPER - ATU 107

SUMMARY OF DUTIES

Reporting to the Supervisor, Vehicle Maintenance, manage on a daily basis all inventory and non-inventory parts and materials for Transit Fleet and DARTS. This includes receiving, stock replenishment, purchase order creation, new parts acquisition, parts sourcing, and accurate accounting of inventory. This position has a direct effect on the cost of Transit Fleet maintenance budget.

GENERAL DUTIES

Reviews, adjusts, orders, creates and faxes Purchase Orders for daily stock replenishment for Transit Fleet and DARTS repair shops. Responsible for setting minimum and maximum inventory considering price, availability, source, usage history and trends.

Initiates inventory counts.

Creates, sources, prices and orders new parts for inventory.

Reviews and expedites overdue items and re-sources if necessary. Sources, orders and expedites emergency and non-stock parts and materials.

Fields questions and provides answers involving inventory and parts requirement from management, parts staff and mechanics. Investigates invoice discrepancies for Accounts Payable. Keeping prices current is the responsibility of the Senior Stockkeeper. Must have a thorough knowledge of all Stores' and receiving positions.

Meets with supplier representatives to discuss delivery and quality problems in order to ensure a supply of materials on hand.

Discusses and evaluates new parts and technologies available. Negotiates pricing, warranties and possible items for contract.

Informs Fleet Management of areas for possible cost savings and instances of high or unusual demand on high dollar items.

Ensures up to date data on Avantis system. Troubleshoots, designs and creates cabinets and views in Avantis as required by stores and other departments.

Must have a thorough knowledge of Avantis inventory system and its impact on vehicle maintenance and accounting. Assists in implementation of new Avantis modules and processes E. G. contracts and vendor managed inventory (fasteners, antifreeze, etc).

Trains stores' personnel on the use of Avantis and system updates.

Maintains a secure Stores' area to limit access to unauthorized personnel.

Responsible for maintaining MSDS for WHMIS controlled products.

Responsible for maintaining a clean, safe and efficient stockroom.

Plans and directs changes to Stores' area to ensure a safe efficient operation. Identifies and researches obsolete parts for possible return to supplier for credit.

Directs the activities of six stockkeepers, including receiving and night shift.

Prepares and submits absence, vacation and overtime hours. Schedules personnel, with consideration of union contract, to maintain adequate stockroom coverage as required by vehicle maintenance.

Responsible for ordering and maintaining adequate level of fuels and lubricants for Transit Fleet.

Contacts I.T. when necessary to explain computer hardware or software problems in such a way as to resolve the problem quickly.

Responds to and investigates audit inquiries.

Provides information for development of quotes and tenders.

Possess necessary cards and licences for buying and storing chemicals and gases.

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

QUALIFICATIONS

1. Demonstrated experience in the above duties, normally acquired through a combination of education and relevant work experience.
2. Demonstrated knowledge of all Store Functions, including stock control and re-order systems used within the Department of Transportation.
3. Good organizational skills and the ability to direct the day-to-day activities of a small staff.
4. Ability to motivate, work effectively and lead employees in the work group
5. Demonstrated knowledge of applicable W.H.M.I.S., Provincial and Federal Acts/Agreements, Union Agreements as it relates to the position.
6. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position
7. Preference will be given to applicants who have the SCMP (Supply Chain Management Professional) Designation.
8. Demonstrated ability to schedule and organize annual and cycle inventory counts, and provide management reports as required.