

CITY OF HAMILTON

**PUBLIC WORKS DEPARTMENT
(CORPORATE ASSETS & STRATEGIC PLANNING DIVISION (ENERGY, FLEET & TRAFFIC DIVISION CENTRAL
FLEET – LOCATION – 330 WENTWORTH ST. N.)****SENIOR ANALYST, FLEET ACQUISITIONS****SUMMARY OF DUTIES**

Reporting to the Superintendent Capital Planning & Contract Management, the Senior Analyst, Fleet Acquisitions will contribute to a dynamic Fleet team of Fleet professionals and be responsible for providing the technical expertise, investigation skills and communication ability to acquire vehicles, equipment services and parts for a multifunctional Fleet repair workforce engaged in delivery of services to internal clients and the public.

Working to the rules of the Procurement Policy and Fleet Policy you will achieve Divisional goals and objectives through the effective and efficient use of all resources, using a best practices approach to acquire quality cost conscious vehicles, equipment, repair services and vehicle parts in a timely and cost effective manner.

GENERAL DUTIES

You will be responsible for the preparation of specifications, bid evaluations, inspections, progress payment evaluations, technical acceptance and technical equivalency evaluations for all types of vehicles, equipment, vehicle repair services and parts supply used by the City of Hamilton.

You will be responsible for communicating with a wide range of internal and external contacts, from vendors to the equipment users to senior administrative staff as required, to investigate and evaluate the needs for vehicles and equipment in the various aspects of providing fleet services to meet the needs of a multidisciplinary internal customer base in the City of Hamilton.

Accountable to the Superintendent, Capital Planning and Contract Management for ensuring that vehicles, equipment, vehicle repair services and parts are provided in accordance with the City and Provincial guidelines with minimal disruption to clients and the public in the most cost effective and efficient manner consistent with the City of Hamilton Mission and Vision guidelines.

Writes technical specifications, quotation requests and requests for proposals for on and off road vehicles, and heavy equipment.

Performs requirements analysis, tender analysis, inspection and receipt of new and replacement vehicles and equipment for the City. Evaluates bids to ensure technical and legal compliance to specifications.

Performs pre-delivery, post-delivery and pre-disposal of vehicle and equipment inspections and reports to the Superintendent, Capital Planning and Contract Management

Performs on-site manufacturing and quality inspections, during construction, at the location of the manufacturer as required to ensure vehicles meet specifications.

Evaluates and reports on the Division's service, financial and equipment performance against internal and external benchmarks.

Compares equipment to be purchased with all rules, regulations and statutes to ensure compliance.

Supplies strong technical support to the user groups and maintenance group.

In cooperation with the user group, compare usage requirements with vehicle technical specifications including the tracking of vehicle history and warranty repairs to determine the suitability, quality and reliability of vehicles/equipment to be purchased.

Determines where defects are related to engineering or quality deficiencies and negotiate extended warranties.

Disposes of redundant equipment according to City policies in the most cost efficient manner.

Deals with diversified internal user groups as assigned to maintain an effective network of communication between user groups, suppliers and various City departments and other levels of government.

Responsible for promotion and application of Occupational Health and Safety for the Section in accordance with municipal and provincial procedures, guidelines and regulations.

Performs other duties as assigned.

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.

QUALIFICATIONS

1. Extensive experience in Fleet Procurement with a Post-secondary education in automotive engineering or related field such as manufacturing engineering related to automotive/industrial or mechanical engineering or equivalent combination of education and relevant experience. Courses/training from Truck Marketing Institute will be recognized. Post-secondary education in Business considered an asset.
2. Above average technical expertise related to vehicle/equipment specifications, repair and performance. Specific expertise and experience with the preparation of specifications and technical evaluations for all types of vehicles, and off road equipment (i.e. backhoes, waste vehicles and snow removal equipment) preferred.
3. Considerable knowledge in the maintenance or operation of vehicles and equipment or equivalent combination of education and relevant experience.
4. Must possess knowledge of the parameters and methods used in the preparation of all equipment specifications gained through practical experience.
5. Demonstrated understanding of concepts of procurement principles and practices.
6. Possess a demonstrated record of excellent ability in technical writing, documentation and knowledge of vehicles and equipment.
7. Demonstrated record of strong leadership, guidance, customer focus, innovation/creativity and team advocacy.
8. Highly developed analytical, organizational, time management and planning skills.
9. Excellent oral and written communication skills, report writing and interpersonal skills.
10. Thorough knowledge and understanding of relevant portions of the Highway Traffic Act, CVOR Regulations (Commercial Vehicle Operator's Registration), Vehicle Dimensions and Weight Limits in Ontario, CSA (Canadian Standards Association), FMVSS (Federal Motor Vehicle Safety Standards), ANSI (American National Standards Institute), Ministry of Transportation Ontario Regulations and the Occupational Health and Safety Act.
11. Possess word, excel and outlook computer skills in a Windows environment.