

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

ENERGY, FLEET, & FACILITIES MANAGEMENT DIVISION – FLEET SERVICES SECTION – LOCATION – 330 WENTWORTH ST. N.)

SUPERINTENDENT, MATERIALS MANAGEMENT

SUMMARY OF DUTIES

Reporting to the Manager, Fleet Services, the incumbent provides effective leadership and direction to Fleet Services Materials and refueling/recharging infrastructure staff and workforce, by maintaining and developing a Fleet Management Information System (FMIS), the delivery of material services and overseeing refueling/recharging site operations and repairs. Promotes a service-oriented culture and focus consistent with the City of Hamilton's mission and vision guidelines.

Accountable for contributing to the Division's goals to deliver quality services in a timely and cost-effective manner, through the effective and efficient use of material resources.

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

Responsible for implementing processes and controls in maintaining accurate inventory control of maintenance, repair, operating materials and shop tools.

Implements strategies to improve effectiveness and efficiency.

Sets above average standards and leads by example.

GENERAL DUTIES

Develop and implement plans and processes to ensure Fleet management Information Software (FMIS) data capture, reporting and Key Performance Indicator(KPI) development, parts/materials acquisitions, inventory control, vehicle recharging stations and fuel dispensing control.

Monitors and controls vehicle recharging and fuel dispensing sites to ensure accuracy, accountability and compliance with the Electrical Safety Authority, Technical Standards and Safety Act and applicable Regulations under the act.

Prepares, develops and monitors programs to ensure parts/material/tool acquisition and inventory availability in a timely and cost-effective manner in accordance with fleet maintenance schedules and demands.

Scans the environment to ensure that the most up-to-date methods of inventory control are under consideration and implements changes to improve service provision

Monitors the acquisition of parts, tools and materials to ensure compliance with the City's Procurement bylaws/guidelines

Ensures that FMIS records are accurate, timely and formatted for effective cost analysis and that the FMIS system is constantly capable of delivering timely information in the management of all Fleet Services functions.

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Conduct process audits to document and identify opportunities for performance improvement including Maintenance Planning, demand maintenance and parts, tools and materials supply functions.

Make recommendations to the Fleet Manager on services, policies and programs while striving to continuously improve processes and identify opportunities for process efficiencies and cost-reduction.

Make recommendations to the Fleet Manager respecting key performance indicators, measures to monitor process efficiencies, cost reductions and audit programs to measure effectiveness of continuous improvement initiatives.

Use statistical analysis to identify performance trends and make recommendations for project opportunities/enhanced services based on verified data testing.

Analyze and make recommendations on how to re-engineer and implement streamlined business processes to optimize workflow associated with change management.

Ensure consistency through the implementation of consistent tools and methodologies while maintaining appropriate documentation which clearly illustrates project progress and success at completion.

Participate in medium to large-sized strategic projects.

Participate in defining project scope and champion stakeholder needs; Develop comprehensive business requirements, project charters and establish key deliverables and success metrics.

Develop, implement Standard Operating Procedures and provide training to ensure consistency of best practices are followed.

Monitors and reports on the effectiveness and efficiency of stockroom staff

Monitors and reports on the effective and efficient use of parts/materials by garage staff

Monitors vendor expenditure reports and requests funds availability as required based on trends and forecasted parts requirements.

Prepare or coordinate Fleet Services input into commodity tenders and participate in the analysis for award

Responsible to conduct the annual audits for all Fleet Services Inventory Stores

Direct supervision, performance evaluation, etc. of the Fleet Services Parts Clerks, Fleet Administration Coordinator and Energy Systems and Supply Coordinator.

Provide confidential input into council reports, collective bargaining and personnel issues

QUALIFICATIONS

1. Post-secondary degree/diploma in a related discipline and five years related and progressive management experience in fleet management environment.
2. Sound knowledge of Materials Management including inventory turns and order fill rates, above average knowledge of computer process and reporting, and knowledge of Fuels Handling codes and compliance.
3. Experience in managing continuous improvement initiatives.
4. Lean Six Sigma certification is desired, Black Belt certification preferred.
5. Solid project management skills both in the field of Inventory and materials management as well vehicle recharging stations, fuel site construction and site maintenance.
6. change management skills with strong ability to design appropriate strategies to achieve desired results
7. Ability to analyze problems/opportunities for efficiencies and make recommendations for improvements.
8. Customer focused, with effective organizational skills to execute and deliver plans and commitments on time and on budget.

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9. Strong analytical and problem-solving skills with the ability to determine root cause and prevent future occurrences.
10. Strong leadership and coaching skills with the ability to influence and manage change both with direct and indirect employees.
11. Possess a demonstrated record of strong leadership, guidance, customer focus, innovation, team advocacy, and staff development.
12. Possess a high level of personal integrity, be results oriented and be an effective communicator.
13. Ability to use Microsoft Office Suite (Excel, PowerPoint, Word) and preparing cost analysis and business cases.
14. Experience and knowledge in finance, cost analysis, budget development and Generally Accepted Accounting Principles (GAAP).
15. Must possess a high degree of integrity and be self-motivated
16. Must maintain a valid Class G Ontario Driver's License
17. Extensive knowledge and understanding of the Workplace Hazardous Materials Information System Legislation, Occupational Health and Safety Act and Regulations for Industrial Establishments, Fuel Handling Act and Fleet Services policies and procedures

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