

## CITY OF HAMILTON

### PUBLIC WORKS DEPARTMENT

(HAMILTON WATER DIVISION – INVENTORY & FLEET MANAGEMENT – LOCATION – 135 KING STREET EAST, DUNDAS; 911 ARVIN AVENUE, STONEY CREEK; 700 WOODWARD AVENUE, HAMILTON)

### INVENTORY & FLEET CLERK (HAMILTON WATER) – CUPE 5167

#### SUMMARY OF DUTIES

Under the direction of the Supervisor, Inventory & Fleet Management, provides delivery of sectional inventory and fleet management, while ensuring that these services are provided in an effective and efficient manner consistent with guidelines and the City's mission and vision, and with minimal disruption to staff, clients, vendors, contractors and the public.

Provides information to and assists customers. Issues requests for quotes and prepares purchase requisitions. Maintains inventory. Receives and issues parts and equipment. Maintains files and prepares reports. Monitors fleet and coordinates major maintenance and outfitting.

#### GENERAL DUTIES

Oversees and administers the operations of stock areas. Receives, identifies and verifies parts, consumables and assets. Provides information to and assists customers.

Maintains inventory. Uses inventory management software (INFOR IPS and INFOR EAM). Prepares purchase requisitions for the replacement of stock. Contacts suppliers or searches catalogues to determine price and additional details concerning new items.

Coordinates major maintenance and outfitting of fleet assets. Arranges for rental/replacement vehicles as required to maintain operations.

Maintains fleet inventory and tracks assignment of vehicles. Maintains/supports AVL system for Hamilton Water Fleet assets.

Makes claims with transport companies if delivered merchandise has been damaged.

Maintains files appropriate to the activities of the unit, such as invoices, order number, receiving date, shipping date, etc.

Handles and stores parts or special products that require some knowledge of spontaneous combustion, toxicity, fragility, rapid deterioration, contamination, etc.

According to requirements and established procedures, arranges stock. In case of emergency or in order to replace outdated material, suggests substitutes available in the store.

Controls and carries out the lending and renting of tools, equipment, furnishings, and devices. Ensures that stores tools are kept in good condition and that they are repaired or replaced as necessary.

Oversees the delivery of merchandise following an established schedule and coordinates special deliveries by transmitting the necessary details to the persons concerned.

Coordinates minor maintenance of equipment and instruments. Ensures cleanliness of stock area(s).

Uses equipment necessary for the handling, shifting, or moving of material, such as a hand truck, forklift, hydraulic platform, etc. Uses office equipment such as a computer, smart phone, camera, computerized information system, calculator, photocopier, fax machine, etc.

Works with internal and external service providers, vendors, contractors and clients for the supply and administration of parts, equipment, and to oversee and liaise with the maintenance of applicable facilities.

## Job Description #: 5258

Utilization and optimization of inventory software to manage inventory of parts and supplies for the smooth operation of all sections within Hamilton Water.

Assists Supervisor in the preparation of technical specifications for parts, materials, and services.

Purchases materials, parts and services under \$5000 via quote or on P-Card.

Maintains accurate records of P-Card expenditures for reconciliation and audit trail.

Establishes minimum and maximum inventory levels based on price, availability, source, usage history, and trends.

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

Participates in or leads discussions and evaluates new parts and technologies in conjunction with subject matter experts and/or staff.

Negotiates pricing, warranties, and possible items for contract.

Prepares and issue quotations, requests for proposals, and tenders for parts, materials, and services over \$5000.

Informs Supervisor of areas for possible cost savings and instances of high and/or unusual demand on high-dollar items.

Ensures inventory and related data in INFOR IPS, INFOR EAM or other relevant software is current and valid.

Maintains up-to-date Safety Data Sheets (SDS) records

Maintains a secure Stores' area by limiting access to unauthorized personnel, controlling access to authorized staff, and reporting any non-conformances.

Trains employees who are providing coverage for job specific tasks.

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.

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

### **QUALIFICATIONS**

1. Previous experience related to the duties above normally acquired through a combination of education and related work experience.
2. Previous experience with inventory management, preferably in the water and wastewater industry.
3. Previous experience working with inventory and asset management software (INFOR IPS, INFOR EAM, CMMS, Maximo, SAP, or MRP).
4. Previous experience ordering and receiving goods and materials, obtaining quotes, liaising with and directing contractors.
5. Previous experience coordinating maintenance and repair of equipment.
6. Preference will be given to applicants who have a SCMP (Supply Chain Management Professional), Certified Supply Chain Professional (CSCP) or other relevant designation
7. Ability to coordinate the repair of simple mechanical equipment and instruments.

**Job Description #: 5258**

8. Computer literacy and proficiency utilizing Microsoft products (Word, Excel, & Outlook).
9. Must possess above average organizational skills and be able to work effectively with minimal supervision.
10. Ability to communicate effectively and courteously with internal and external contacts.
11. Must possess and maintain a valid Class "G" licence.
12. Must have lift truck experience; preference will be given to those applicants with a current and valid lift truck certificate.
13. Ability to perform overtime duty and work shifts.
14. Ability to perform heavy lifting (able to lift 60 lbs plus repeatedly).

**NOTE:** As a condition of employment, the successful applicant(s) will be required to obtain a satisfactory Criminal Record and Judicial Matters Check (CRJMC), at their own expense, prior to beginning work in this position.

**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.**