

## CITY OF HAMILTON

### **PUBLIC WORKS DEPARTMENT** **(ENERGY, FLEET AND FACILITIES DIVISION - CENTRAL FLEET)**

#### **FLEET ADMINISTRATIVE COORDINATOR – CUPE 5167**

#### **SUMMARY OF DUTIES**

Reporting to the Superintendent, Materials, Fuel and Systems Management, performs a variety of analytical, fuel site repair, contract, administrative, and clerical duties. Monitors, verifies, extracts and interprets data in Hansen providing valuable insight to drive business decisions. A key position to co-ordinate assigned Materials, Fuel and Systems activities with internal group and with other Fleet groups while providing administrative support to the team.

#### **GENERAL DUTIES**

Provides administrative support to the Superintendent, Materials, Fuel and Systems.

Co-ordinates small projects for Materials, Fuel and Systems group as directed by Superintendent, such as setting up training sessions.

Takes meeting minutes and co-ordinates resulting correspondence and follow up items. Types and word process correspondence and lists from copy. Create forms and Excel worksheets as required. Performs data entry tasks when required.

Provides analytical information as required by staff using data obtained from various sources and uses that data to create various reports and KPI's.

Compiles data from the Hansen system for ad-hoc reporting. Adds new information to database with periodic uploads from support systems. Runs various reports in Hansen.

Co-ordinates outside vendors to troubleshoot and repair fuel site failures and preventative maintenance; reports problems to Superintendent. Creates all necessary documents, including work orders, both manually and in Hansen & Web Centre. Reviews invoices against work done and for contract compliance then processes for final payment. Co-ordinates yearly site inspections and compliance related issues when they arise.

Creates, monitors and maintains Hansen contracts for low dollar and sublet purchases. This includes creating the parts department's low dollar procurement purchase orders by creating PARs and co-ordinating PeopleSoft purchase orders. Alerts and follows up with appropriate staff as spending or contract's status reaches various thresholds. Assists and co-ordinates the creation of Policies 10 / 11 / 16, or other Procurement processes related to Materials, Fuel or Systems.

Verifies various reports prior to submission to Financial staff. Validates monthly fuel account distribution charges. Verifies and inputs monthly fuel costs. Assists with year-end reconciliation processes including inventory variances.

Assists Materials, Fuel and Systems staff to compile information to support creation of RFPs, RFQs and RFTs and contract renewals by researching past purchases, co-ordinating input from various sources and compiling all into required formats.

Assists to identify new inventory items, inventory movement and obsolete inventory by stockroom, making recommendations based upon data analysis.

Reviews Hansen Vendor and Parts catalogues making changes and updates as directed.

Sets up new parts vendors.

Provides back up support for Energy Systems & Supply Co-ordinator.

Receives and answers routine enquiries from staff, suppliers and other departments on the telephone and in person.

Maintain office filing system for materials, fuel and systems related activities.

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. Proven experience working with data, using data to identify patterns or trends, ability to translate numbers into plain English to solve problems or for use in business documents and present those findings as a report using charts and other visual indicators.
2. Proven experience where attention to detail, critical thinking, analytical and communication skills, written and verbal, were used on a consistent basis.
3. Able to word process and enter data at an acceptable rate. Able to use Excel functions, pivot tables and charts and other intermediate Excel tasks. Strong math and analytical skills.
4. Working knowledge of fuel sites and the Liquid Fuels Handling Code (2017).
5. Developed understanding of City of Hamilton Procurement By-law and policies an asset.
6. Experience in a computerized business environment. Previous satisfactory experience of Hansen and Web Centre systems.
7. Previous experience in an administrative environment or demonstrated knowledge of internal fleet administration functions.

Class "G" license required.

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

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