

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT (CAPITAL ASSETS & STRATEGIC PLANNING –FACILITIES DIVISION – LOCATION – LISTER BLOCK)

SENIOR ANALYST, CONTRACTS(FACILITY SERVICES)

SUMMARY OF DUTIES

Reporting to the Superintendent, Business Services & Technology the Senior Analyst, Contracts will contribute to a dynamic team of experienced facility management professionals and be responsible for providing technical expertise and support to the team by providing contract development services and other contract support functions.

You will assist in achieving Divisional goals and objectives through the effective and efficient use of industry standards, tools and resources, using a best practices approach to acquire quality goods and services and ensure excellent contract performance and service delivery.

GENERAL DUTIES

You will be responsible for the preparation contract specifications and contract management for request for tenders, requests for proposals, requests for quotations. The related duties include, specification development, bid evaluations, inspections, progress payment evaluations, technical acceptance and technical equivalency evaluations for all types of goods and services used by the City of Hamilton in the operation and maintenance of its real estate portfolio.

You will be responsible for communicating with a wide range of people, from external vendors to building operators and senior administrative staff, to investigate and evaluate the need for goods and services.

You will be responsible for making recommendations for new and innovative methodologies, technologies, contract development practices and service delivery methods that are consistent with the City of Hamilton's requirements for cost efficiency, environmental sustainability and energy efficiency.

You will be responsible for staying current with industry practices, developments, standards, procedures, regulations and educational requirements normally related to procurement practices for facility management operations. You will be expected to provide expertise and knowledge to field staff relating to contract management, facility management services, products, practices and operational compliance.

You will be responsible for conducting periodic quality site inspections on mechanical, electrical and other building related components.

You will comply with all of the Procurement Policies & Procedures and will maintain a strong working relationship with the City's Procurement Section.

You will produce analytics, business cases, tracking systems and reports both routinely and on ad-hoc basis

You will routinely meet with staff, service providers and vendors to assess and manage contractor performance.

Working knowledge of various facility management software programs as well as MS Office in a Windows environment is a requirement of this position.

You will assist and provide information to various internal departments related to the financial performance and benchmarking of contracts and agreements including assisting with annual budgeting as required.

Excellent written and oral communication skills including high level of comfort with legal language normally found in contracts and agreements related to contract management is a requirement of this position.

You will be accountable for providing excellent customer service to internal client departments, the operations team and other groups as well as outside vendors and suppliers.

You will work 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 duties as assigned which are directly related to the major responsibilities of the position.

QUALIFICATIONS

1. Post-Secondary diploma/certificate in the area of contract management, business, facility management or other related fields and considerable experience in the field of facility maintenance and operations.
2. Above average technical expertise related to procurement principles, practices, drawings and specifications related repairs and maintenance.
3. Must possess above average knowledge of computer programs and systems used in the facility management industry.
4. Possess a demonstrated record of excellent ability in technical writing and knowledge of repairs and maintenance.
5. Demonstrated record of strong leadership, guidance, customer focus, innovation/creativity and team advocacy.
6. Highly developed analytical, organizational, time management and planning skills.
7. Excellent communication, presentation, report writing and interpersonal skills as demonstrated in previous positions.
8. Must maintain a valid Class G Driver's License throughout the term of employment.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.