

## **CITY OF HAMILTON**

**PUBLIC WORKS DEPARTMENT**  
**CORPORATE ASSETS & STRATEGIC PLANNING DIVISION**  
**ENERGY, FLEET & TRAFFIC SECTION**  
**CENTRAL FLEET, LOCATION – 330 WENTWORTH ST. N.**

**SENIOR ANALYST, SERVICE AND PARTS CONTRACTS**

**SUMMARY OF DUTIES**

Reporting to the Senior Project Manager, Fleet Planning the Senior Analyst, Service and Parts Contracts will contribute to a dynamic Fleet and Facilities team of professionals and be responsible for providing the technical expertise, investigation skills and communication ability to acquire 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 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 vehicle repair services and parts supply used by the City of Hamilton.

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

The Senior Analyst, Service and Parts Contracts, is accountable to the Senior Project Manager, Fleet Planning for ensuring that 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 report to the Senior Project Manager.

Performs on-site manufacturing and quality inspections, during construction, at the location of the manufacturer 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 user groups including but not limited to Roads, Traffic, Parks, and Waste establishing and maintaining an effective network of communication between user groups, suppliers and numerous 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 which are directly related to the major responsibilities of the position.

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. Post secondary diploma/certificate in the automotive/truck industry and considerable experience in the maintenance and repair of vehicles and equipment or equivalent combination of education and relevant experience.
2. Above average technical expertise related to vehicle/equipment specifications, repair and performance. Specific expertise and experience in the specifications of "public works" vehicles and off road equipment, i.e. backhoes, waste vehicles and snow removal equipment.
3. Must possess knowledge of the parameters and methods used in the preparation of all equipment specifications.
4. Demonstrated understanding of concepts of procurement principles and practices.
5. Possess a demonstrated record of excellent ability in technical writing and knowledge of vehicles and equipment.
6. Demonstrated record of strong leadership, guidance, customer focus, innovation/creativity and team advocacy.
7. Highly developed analytical, organizational, time management and planning skills.
8. Excellent communication, presentation, report writing and interpersonal skills as demonstrated in previous positions.
9. Must maintain a valid Class DZ Driver's License and a driving skills record which complies with City standards, or be capable of obtaining a DZ licence within twelve months of starting the job.
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), ANSI (American National Standards Institute), Ministry of Transportation Ontario Regulations and the Occupational Health and Safety Act.
11. Possess basic word, excel and outlook computer skills in a Windows environment.

12. Must have a solid understanding of Municipal vehicle repair and maintenance and the related supply of parts and service for seasonal operations using a balance of in house and contracted services.

**THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE. THIS IS THE MINIMUM REQUIREMENT TO OBTAIN A "DZ" DRIVER'S LICENCE.**