

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT (FINANCIAL SERVICES - PROCUREMENT - LOCATION - 120 KING ST. W., 9th FLOOR)

FLEET CONTRACT COORDINATOR - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Superintendent Capital Planning & Contract Management provides administrative and contract management support to the Central Fleet section of the Corporate Asset and Strategic Planning Division and coordinates the goods and service contracts issued by the Central Fleet Section. Assists professional staff on day-to-day projects and provides secondary back-up for Inventory Contracts Analyst.

GENERAL DUTIES

Provides contract file management. Ensures contract files have all required and supporting documents, are closed and properly documented in a central database. This includes working with the Fleet Analysts to secure from awarded vendors all required insurance certificates, WSIB clearance certificates, required licenses (trade, business, professional), performance security and police checks. Ensures contract files include retainage of all executed contract documents, copies and/or original submissions from proponents, all bid issuance documentation (applicable addenda, bidder meeting information). Tracks and retains all vendor performance records (on going and end of contract performance records). Track addenda and revisions to contracts and plans. Responsible for maintaining file system in electronic and hard copy, of all Fleet contracts and quotes.

Type and word processes correspondence and lists from copy, form letters, memoranda and reports. Create forms and Excel worksheets as required.

Develops and maintains electronic and hard copy filing system and forms.

Composes correspondence to other City departments, internal staff and outside agencies.

Compiles contract documents for execution by both the City and vendor, which shall include copying and binding of all documentation. Forwards contracts to vendor and city departments for execution.

Performs business name searches and other verification & due diligence searches in preparation of contract award.

Performs due diligence to ensure that contracts are not awarded to vendors currently in litigation with the City.

Maintains database of all Fleet Vehicle & Equipment contracts. Determines which contracts are up for renewal and works with the Senior Fleet Analyst to determine if client department is open to renewing the contract or re-issuing bid document for the services. Works with the Procurement Specialist to determine what documents are required in order to renew the contract; includes securing required documents from the vendor as well as issuing amending documents to the contract or purchase order. Issues renewal letters to vendors and follows up with vendor to complete the renewal.

Maintain office filing system for purchase orders and invoices.

Create monthly spreadsheets with year-to-date costs for Outside Services and Parts vendors verifying amounts spent are covered by policies or contracts.

Inputs data, create new entities, amend and update as required.

Receive the required approvals and update vehicle status and information on Fleet Maintenance Management System

Distribute vehicle status and information changes to affected staff.

Create and maintain vehicle disposal status tracking. Ensure documented data is accurate and current according to actual in-possession status.

Create disposal authorization forms and distribute for authorization.

Compile, retain and report on disposal results sale status including reporting of sale status to Ministry of Transportation.

Compiles data in the Avantis system for report building. Adds new information to database with periodic uploads from support systems. Runs various reports in Avantis system.

Assists in ensuring compliance with Provincial Vehicle Licensing Regulations including renewals, transfers, new purchases and weight changes.

Pays parking violations for the section.

Completes MTO forms and Police reports, delivers reports to local licensing office or police station for licensing issues.

Assist with the creation and tracking Policy 10/11's for Outside Services and Parts for Central Fleet.

Verifies various reports prior to submission to Financial staff.

Completes standard template Procurement and Fleet documents with data from various reports and data sources.

Maintain Central Fleet's spare keys (Add and/or remove keys from key boxes and update the excel spreadsheet).

Sort and distribute incoming mail.

Receives and answers inquiries by telephone and in person from the public, contractors, suppliers, salespersons, staff, outside agencies, and other departments within the corporation.

Receive visitors and the public.

Set up meetings and book meeting room when requested.

Operates equipment such as photocopier and fax machine.

Record and transcribe minutes of meetings for Central Fleet at various locations including manufacturing facilities
Type and word processes correspondence and lists from copy, form letters, memoranda and reports. Create forms and Excel worksheets as required

Provides coverage in the event that the Inventory Contracts Analyst is absent. This includes Producing spreadsheets for reporting, composing correspondence to other City departments, internal staff and outside agencies, maintaining electronic and hard copy filing system and forms, tracking and initiates documentation for existing contract renewals or extensions and maintaining awarded contracts in Avantis/Hansen contract module..

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

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. Previous related experience normally acquired through a combination of education and related work experience.
2. Previous experience in the preparation of tender documents and contracts with strong administrative skills attained through working in an office environment.
3. Previous experience in a procurement environment with an understanding of procurement procedures and legal documents associated with Tenders, Request For Proposals and Quotes.
4. Developed ability to effectively and efficiently interact with internal and external contacts with proven ability to address customer service inquiries and/or emerging issues.
5. Ability to process work orders, vehicle accident claims and invoices with special attention to detail.
6. Basic knowledge and/or demonstrated ability to understand and interpret Provincial Vehicle Licensing regulations regarding renewals, transfers, new purchases and weight changes.
7. Knowledge of Fleet system (Avantis) and Fuel system (ASI), preferred.
8. Ability to organize and prioritize multiple tasks/assignments in order to meet deadlines.
9. Experience in a vehicle procurement and tracking field is a strong asset
10. Demonstrated ability to word process correspondence and reports.
11. Demonstrated ability to compile statistics from data and to perform matrix pricing from bids.
12. Experience in a computerized environment. Strong working knowledge of Microsoft Office XP, Microsoft Outlook, Word, Excel and database software. Knowledge of PeopleSoft would be considered an asset.
13. Demonstrated ability to work effectively with others and to display and foster teamwork within the work unit.
14. Ability to maintain comprehensive working documents with specific attention to detail.
15. Effective interpersonal and communication skills with demonstrated ability to relate to client departments, peers and the public in a tactful and courteous manner.