

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT ENERGY, FLEET AND FACILITIES DIVISION – CENTRAL FLEET SECTION

FLEET CONTRACT CLERK - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Superintendent Capital Planning & Contract Management. The incumbent is responsible for tracking and maintaining all fleet maintenance, parts, vehicle and equipment contracts. Determines which contracts are scheduled for renewal and works with staff to determine opportunity for renewal or re-issuing bid document for the goods or services. Works with the Staff to determine what documents are required in order to renew the contracts; includes securing required documents from the vendor as well as issuing amending documents to the contract or purchase order.

GENERAL DUTIES

Maintains database of all Parts and Service 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.

Disseminate awarded contract details to Fleet staff including but not limited to highlighted terms and conditions, contact information, contract start and end dates and warranty terms

Responsible for ensuring renewal letters are sent to vendors and follows up with vendor to complete the renewal.

Prepare spreadsheets for cost analysis of bid submission documents.

Prepare Procurement Award Reports and supporting documentation for approval of contract documents.

Enter and maintain awarded contracts in Hansen contract module.

Tracks and records expenditures for all contracts. Produces analysis to support contract expenditures are in accordance with contract terms and policy

Perform analysis on vendor invoices and report on discrepancies and violations of the contract documents.

Creates and prepares contract evaluation spreadsheets for analysis purposes. Manipulates data in spreadsheets to evaluate bids, compare to existing agreements and report on budget impacts.

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 Procurement Specialist to secure from awarded vendors all required insurance certificates, WSIB clearance certificates.

Tracks and retains all vendor performance records (on going and end of contract performance records).

Maintains database of all renewing contracts. Determines which contracts are up for renewal and works with the Procurement Specialist 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.

Completes Purchase Orders for routine and repetitive purchases, (i.e. roster assignments, software purchases and other corporate contracts) as directed. Tags Purchase Orders in PeopleSoft Financial System. Ensures accuracy of account information for timely processing by the Procurement Section.

Faxes/emails purchase orders and updates P.O. type in PeopleSoft. Ensures transmissions are successful.

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

Operates equipment such as photocopier and fax machine.

Word processes form letters, memoranda and reports. .

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 experience in the clerical administrative management of contracts acquired through a combination of education and related work experience.
2. Demonstrated ability to word process correspondence and reports. Ability to input and retrieve data accurately and at an acceptable speed as well as ability to maintain databases.
3. Must have an intermediate knowledge of and experience with Microsoft Excel, sufficient to manipulate data and create reports. Must have demonstrated experience in compiling statistics and listings from data using multiple spreadsheets.

4. Experience in a computerized environment. Strong working knowledge of Microsoft Office (Word, Outlook) and database software.
5. Demonstrated knowledge of automotive industry is preferred.
6. Experience using a computerized inventory systems (ie: Hansen) is considered an asset.
7. Demonstrated ability to work effectively with others and to display and foster teamwork within the work unit.
8. Ability to maintain comprehensive working documents with specific attention to detail.
9. Effective interpersonal and communication skills with demonstrated ability to relate to client departments, peers and the public in a tactful and courteous manner.
10. Previous experience in a procurement environment with an understanding of procurement procedures and legal documents preferred.

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