

## CITY OF HAMILTON

### PUBLIC WORKS DEPARTMENT TRAFFIC – TRAFFIC OPERATIONS – LOCATION 1375 UPPER OTTAWA

#### TRAFFIC OPERATIONS CLERK – CUPE 5167

#### SUMMARY OF DUTIES

Reporting to the Senior Project Manager, Inventory Management, the Traffic Operation Clerk assumes responsibility for ordering, stocking and disbursement of parts, materials, equipment, and tools using the Hansen Inventory Management System. The Traffic Operation Clerks are responsible to ensure that accurate inventory is always maintained, and the stockroom is kept clean and orderly.

#### GENERAL DUTIES

Using an Inventory Management System (Hansen), maintains accurate records of purchases, sales, quantities on hand, of parts, materials and services.

Conducts parts counts, cycle counts, year end counts, and audit warehouse to ensure accuracy of inventory.

Updates and audits daily and year end inventory of all stock materials and parts and generates various reports such as parts lists, materials usage, materials quantity on hand, transaction reports and cost reports.

Utilizes Peoplesoft for Account Receivable/Accounts Payable and procurement functions.

Orders, receives, receipts, and stocks materials and parts required by Traffic Operations to ensure continuous, efficient and effective uninterrupted supply of goods and services.

Reads and interpret Municipal Traffic Bylaw and Parking Bylaw, provide bylaw information to crews.

Liaises with all levels of management, Supervisor, Elected Officials, other departments, outside agencies and contractors by telephone, in person, email and fax on behalf of Traffic section.

Assists Supervisor in the preparation of technical specifications for parts, materials and services.

Assists Supervisor with the processing of invoices using WebCentre.

Directly purchases materials, parts and services under \$10,000 via quote.

Works with Supervisor to prepare and issue quotations, requests for proposals, and tenders for parts materials and services over \$10,000.

Assists Supervisor with proactively forecast the need for current and new inventory items by considering upcoming projects, maintenance requirements, seasonality, markets, and category trends.

Demonstrates a desire and assists Management staff to identify practical solutions and propose recommendations for areas that are in need of enhancement.

Follows up on outstanding orders, delivery schedules and related issues.

Confirms receipt of goods and services, matches shipping documents, and prepares paperwork to Supervisor for Accounts payable processing.

Maintains a clean and orderly warehouse; labels all parts, stocks parts in designated areas of warehouse.

Communicates with vendors, suppliers, and contractors to place and schedule orders and resolve issues.

Maintains accurate records and relevant filing system.

Disburses and distributes parts, materials, tools and equipment to internal and external customers.

Maintains up-to-date Materials Safety Data Sheets (MSDS) records; provide MSDS to internal and external staff as may be required.

Picks up and delivers materials and supplies, loads and unloads vehicles.

Completes forms such as time sheets, order forms, vendor performance forms.

Operates equipment and vehicles such as fork lift/tow motor, and pickup truck.

Participates in identifying and disposal of obsolete stock.

Cleans warehouse and stock areas.

Responds to enquiries from vendors, internal staff and staff from other departments of the City.

Must be able to work in inclement weather.

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. Demonstrated knowledge of the duties described above with a preference for a Canadian Production and Inventory Control Certificate (CAPIC) or a Purchasing Management Association of Canada Certificate (PMAC) or the equivalent work experience and education.
2. Preference for demonstrated knowledge of accounting and business practices preferably obtained through Community College Business Diploma.
3. Proven experience and knowledge in inventory management, inventory processes and controls, and purchasing preferably in a Municipal environment.
4. Proven experience and knowledge in the use and operation of Hansen or equivalent Inventory Management System Software.
5. Excellent organizational, planning and communication skills.
6. Strong interpersonal skills, able to interact comfortably with a wide range of levels in organization: from executives to support staff, internal and external to the city.
7. Proficient in the use of Microsoft Word 2010, Excel 2010, Crystal Reports, and Outlook 2010. (Must be able to pass intermediate level testing in Word and Excel).
8. Knowledge and understanding of WHMIS legislation would be an asset.

9. Certificate in Lift Truck Operators Safety Training and a certificate in Handling/Transportation of Dangerous Goods would be assets.
10. Must be capable of lifting objects weighing up to 50 pounds several times a day.
11. Must pass a Functional Abilities Test.
12. Must have a valid class G Drivers License.

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

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