

## **CITY OF HAMILTON**

### **PUBLIC WORKS DEPARTMENT (CORPORATE ASSET MANAGEMENT –FLEET SERVICES SECTION –LOCATION – 330 WENTWORTH ST. N.)**

#### **FLEET PARTS & SERVICE CONTRACT COORDINATOR (CUPE 5167)**

##### **SUMMARY OF DUTIES**

Reporting to the Superintendent Fleet Capital Planning & Contract Management provides administrative and contract management support to the Fleet section of the Corporate Asset Management Division. This position is responsible for the coordination of specifications, schedule of prices, special provisions, issuance of Request for Quotations, award process and contract administration related to parts and service contracts issued by the Fleet Services Section.

For Request for Tenders and Proposals this position assists Procurement staff with administrative support relating to the coordination of specifications, special provisions, schedule of prices and contract management.

##### **GENERAL DUTIES**

Develops and maintains electronic and hard copy filing system and forms by ensuring that all parts and service contract files have all required documentation such as purchase order, insurance, WSIB, bidders list, and a copy of all contract documents

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

Performs due diligence searches in preparation of contract award, in consultation with Procurement.

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

Maintains database to track expenditures of all parts and service contracts. Determines which contracts are up for renewal and works with the Superintendent of Fleet Maintenance, Superintendent Materials, Fuel & Continuous Improvement or designate to determine if contracts will be renewed or re-issued.

Works with the Procurement Specialist to determine what documents are required to renew the contract (RFT/RFP); includes securing required documents from the vendor as well as issuing amending documents to the contract or purchase order.

For quotations issued by Fleet, issues renewal letters to vendors and follows up with vendor to complete the renewal prior to term expiry.

Prepare and word process, quotations, schedules, special provisions, purchase order requisitions, award and non-award letters, Policy 10 and 11 Forms.

Prepare purchase order requisitions and run financial queries.

Maintain and update contract templates for parts and services documents with current contract language.

Collaborate with designated Fleet and Procurement staff to develop contract documents for parts and service contracts. Responsible for the preparation of specifications, verifying schedule of prices with the Superintendent of Fleet Maintenance, Superintendent Materials, Fuel & Continuous Improvement or designate bid evaluations, and ensure technical compliance to specifications for all parts and service contracts used by Fleet Services.

Compile bidders list and issue Request for Quotation to vendors, coordinate and issue addenda responses. Track addenda and revisions to contracts

Prepare spreadsheets for cost analysis of bid submission documents and forward to designated Fleet staff for review and approval. Manipulates data in spreadsheets to evaluate bids, compare to existing agreements and report on budget impacts

Request for Quotations (RFQ) ensure award letters and renewal letters are sent to vendor.

Ensure WSIB and Insurance is in compliance with the RFQ document

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

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

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

Maintains maintenance management system with initial/commencement of term renewal contract terms, pricing and vendor information.

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

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

Receives vendor performance complaints and concerns and drafts vendor performance documents for review. Follows up to ensure responses are provided and complaints are closed.

Completion of vendor performance evaluation form at the completion or renewal terms and end of contract. Collaborate with staff utilizing the contract for accurate performance information upon completion forward required documentation to Procurement.

Perform market research to stay current with industry changes as we move to electric vehicles, with respect to new parts and changes to service standards

Review and update contract specifications to align to our changing business as we transition to green technology

Understanding of facility standards as they apply to service of battery electric and or new technologies

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.

Coverage in the event that the Fleet Vehicle and Equipment Contract Coordinator is absent. This includes licensing, composing correspondence to other City departments, internal staff and outside agencies, tracking and initiates documentation for new and existing contracts for award, renewals or extensions and maintaining awarded contracts.

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

## **QUALIFICATIONS**

1. Previous experience related to duties listed above normally acquired through the completion of a Community College diploma in Business, Supply Chain Management, Procurement, or other appropriate field and/or a combination of education and relevant work experience.
2. Extensive experience in the preparation of quotation/tender documents and contracts normally acquired through a combination of education and relevant work experience.
3. An understanding of automotive parts and service specifications
4. Extensive understanding of procurement procedures and legal documents associated with Tenders, Request for Proposals and Quotes.

5. Proficient in contract administration and specification coordination
6. Strong administrative skills with excellent attention to detail involving coordinating, reporting and tracking contract documents gained through practical experience.
7. Developed ability to effectively and efficiently interact with internal and external contacts with proven ability to address customer service inquiries and/or emerging issues in a tactful and courteous manner.
8. Knowledge of Fleet maintenance management system (Hansen), preferred.
9. Ability to organize and prioritize multiple tasks/assignments in order to meet deadlines.
10. Demonstrated ability to word process correspondence and reports.
11. Computer literacy and proficiency utilizing Microsoft products (Word, Excel, Power Point and Outlook), Knowledge of PeopleSoft and other software programs which may be required by the Fleet Services Division. would be considered an asset
12. Demonstrated ability to work effectively with others and to display and foster teamwork within the work unit.
13. Ability to maintain comprehensive working documents with specific attention to detail.
14. Must possess well developed interpersonal, verbal and writing skills.

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