

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT (ENERGY, FLEET & FACILITIES MANAGEMENT –FLEET SERVICES SECTION –LOCATION – 330 WENTWORTH ST. N.)

FLEET VEHICLES AND EQUIPMENT 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 assisting with coordinating of contracts for vehicles and equipment, issuance of Request for Quotations, schedule of prices, contract award. This position maintains all vehicle and equipment records in the maintenance management system, vehicle licensing requirements, payments to Ministry of Transportation and disposal of all fleet assets through external auction process.

This position is only responsible for the issuance of Request for Quotations and will engage Procurement for clarity and to ensure compliance to Procurement By-law.

GENERAL DUTIES

Develops and maintains electronic and hard copy filing system and forms by ensuring that all 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 of all Fleet Vehicle & Equipment contracts. For multi-year contracts 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.

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. Validation of funds for capital fleet reserve, upgrade costs and license costs.

Maintain office filing system for vehicle and equipment

Inputs data, create new entities, amend and update as required in maintenance management system for vehicle and equipment. Attach asset pictures, data links for operator, service, technical and parts manuals. Ensure all necessary approvals are attained

Updates maintenance management system for all City departments for rental units for fuel access

If request to assist with 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.

Collaborate with designated Fleet and Procurement staff to develop contract documents for vehicle and equipment Request for Quotations. Responsible for the coordination of specifications, verifying schedule of prices, bid evaluations, and ensure technical compliance to specifications for all vehicle and equipment Request for Quotations.

Coordinates and complies vehicle and equipment contracts with designated Fleet and Procurement staff to finalize Request for Quotation document and attain required approvals for multi year RFQ's.

Compile bidders list and issue Request for Quotation to vendors, coordinate the issuance of the RFQ 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 approval in order to prepare,

Prepare Procurement Award Reports and supporting documentation.

Request for Quotations (RFQ) ensure award letters and renewal letters are sent to vendor. Follow up to ensure documents (such as Insurance and WSIB) are received prior to contract expiry or in accordance with contract documents

Perform market research to stay current with industry changes as we move to electric vehicles,

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

Disseminate vehicle and equipment details to Fleet staff including but not limited to Distribute new assets, vehicle status, and information changes to affected staff.

Creates 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.

Compiles auction list, coordinates with vendor pick up of ownerships, keys and assets prior to auction. Retains and report on disposal results sale status including reporting of sale status to Ministry of Transportation, verifies funds have been allocated. Updates asset entity in maintenance management system

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

Processes payment for parking red light and speeding violations for against City vehicles for the section and notifies Operating Department(s).

Completes MTO forms delivers reports to local licensing office for licensing issues. Performs audit to verify payments and proper allocation licensing charges to vehicles in maintenance management system.

Maintain and update contract templates for vehicle and equipment contract with current contract languages and amendments

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

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

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

Operates equipment such as photocopier and fax machine.

Record and transcribe minutes of meetings for Fleet Services including internal meetings or at various locations including manufacturing facilities

Provides coverage in the event that the Fleet Parts and Services Contract Coordinator 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 new and existing contracts for award, renewals or extensions. and maintaining awarded contracts in Create or update contact information in maintenance management system contract module.

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.

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. Strong understanding of procurement procedures and legal documents associated with Tenders, Request for Proposals and Quotes.
4. Proficient in contract administration and specification coordination
5. Strong administrative skills with excellent attention to detail involving coordinating, reporting and tracking contract documents gained through practical experience.
6. 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.
7. Ability to process work orders and invoices with special attention to detail.
8. Proficient knowledge and/or demonstrated ability to understand and interpret Provincial Vehicle Licensing regulations regarding renewals, transfers, new purchases and weight changes.

9. Knowledge of Fleet maintenance management system (Hansen), preferred.
10. Ability to organize and prioritize multiple tasks/assignments in order to meet deadlines.
11. Demonstrated ability to word process correspondence and reports.
12. 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
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. 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.