

## **CITY OF HAMILTON**

### **PUBLIC WORKS DEPARTMENT**

### **TRANSIT DIVISION - FLEET MAINTENANCE – LOCATION – 2200 UPPER JAMES ST./281 BIRCH AVE.**

### **TRANSIT FLEET CONTRACTS COORDINATOR (ATU 107)**

#### **SUMMARY OF DUTIES**

Reporting to the Superintendent Fleet Capital Planning & Contract Management provides administrative and contract management support. This position is responsible for the coordination of procurement documentation including specifications, schedule of prices, special provisions, award process and contract administration related to parts and service contracts issued by Transit Fleet Maintenance.

#### **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 Maintenance Superintendents to determine if contracts will be renewed or re-issued.

Works with the Procurement Specialist to determine what documents are required in order to renew: including securing required documents from the vendor as well as issuing amending documents to the contract or purchase order.

Prepares and process all supporting documentation for purchases and dispositions within the department including quotations, schedules, special provisions, purchase order requisitions, award and non-award letters, Policy 10 and 11 Forms.

Prepares spreadsheets for cost analysis of bid submission documents and forward to designated Transit staff for review and approval. Evaluate bids, compares to existing agreements and report on budget impacts.

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

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

Produces analysis of contract expenditures in consultation with Superintendents.

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

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

Completes 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.

Performs research to stay current with industry changes, with respect to parts and changes to standards.

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. 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 vehicle parts and service specifications.
4. Experienced in 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 (EAM), preferred.
9. Ability to organize and prioritize multiple tasks/assignments in order to meet deadlines.
10. Computer literacy and proficiency such as utilizing Microsoft products (Word, Excel, Power Point and Outlook), financial software such as PeopleSoft and other software programs such as , Trapeze OPS which may be required by Transit – Fleet Maintenance would be considered an asset. This position will have a high demand of spreadsheet use and will require an intermediate level Excel.
11. Demonstrated ability to work effectively independently or with others and foster teamwork within the work unit.
12. Ability to maintain comprehensive working documents with specific attention to detail.
13. Must possess well developed interpersonal, verbal and writing skills.