

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(HAMILTON WATER DIVISION –CUSTOMER SERVICE & COMMUNITY OUTREACH SECTION – LOCATION – 700 WOODWARD AVE.

SUPERINTENDENT, INVENTORY & FLEET MANAGEMENT

SUMMARY OF DUTIES

Reporting to the Director, Water & Wastewater Operations, the Superintendent provides effective leadership and direction to Inventory and Fleet staff and workforce within the Water and Wastewater Operations Group, primarily for the delivery of inventory and supply chain management, management of common operational service contracts and fleet management for various sections across the Hamilton Water Division. The Superintendent is accountable for ensuring that inventory, supply chain, service contracts and fleet related services and programs meet or exceed industry standards. Ensures they are provided in accordance with City and Provincial guidelines with minimal disruption to staff, clients, vendors, contractors and the public in the most effective and efficient manner consistent with the City of Hamilton's mission, vision and values.

The Superintendent will understand the requirements of the Hamilton Water Sections to which the Inventory and Fleet Management Business Unit provides service. Determines/implements programs and activities that satisfy those requirements. The Superintendent prepares and reports on the Business Unit's services, financial, administrative and staff performance against established benchmarks. Implements strategies to improve operational efficiency and effectiveness. Sets above average standards and leads by example and functions as a mentor to subordinate staff.

GENERAL DUTIES

Provide leadership, technical advice and direction to staff within the Inventory and Fleet Management Business Unit. Monitor and report on the effectiveness and efficiency of staff, provide supervision including performance evaluations, coaching and mentoring.

Promote teamwork and integration between internal and external parties participating in cross functional and cross program initiatives.

Promote an internal/external customer service-oriented culture and focus to all staff within the Division. Contribute to the Divisional goal to deliver quality services in a timely and cost-effective manner through the effective and efficient use of material, equipment and resources.

Develop programs and procedures for inventory, supply chain, service contract and fleet management. Results oriented and persistent in ensuring objectives are accomplished.

Prepare and/or coordinate requests for quotations, tender, and proposal, for the provision of goods, materials, equipment, and contracted/consulting services, and participate in the analysis for award. Administer supply contracts, service contracts, and consulting assignments including (but not limited to) scheduling work, coordinating with internal and external parties, evaluating and reporting on material and service quality, and processing payment certificates.

Monitor operations to ensure compliance with legislative requirements, such as the Occupational Health and Safety Act, Employment Standards Act, Highway Traffic Act, Safe Drinking Water Act, and consistency with the City of Hamilton Mission, Vision and Values.

Participate as required in discussions and presentations on relevant issues to Council, agencies, and the public. Attend various Committee/Council and public meetings as required. Provide background information on policies, programs, work methods and procedures where appropriate.

Prepare or review, as required, technical reports arising out of the core program for presentation to various committees of the City.

Participate as a department representative on various corporate committees/teams as required.

Prepare the annual draft current budget for the core program and monitor and control expenditures. Project expenditures and recommend changes where appropriate.

Input, retrieve and analyze data from corporate database systems including INFOR IPS and INFOR EAM computer maintenance management systems and INTELEX quality management system.

Ensure that programs are in place to generate inventory records that are accurate, timely and formatted for effective cost analysis.

Responsible for fleet management for the Division, including fleet lifecycle replacement, procurement of new fleet assets, and fleet upgrades. Provides Divisional support for AVL equipment and software.

Conducts analysis and makes recommendations on cost efficiency and effectiveness of materials management and control.

Scan the industry to ensure that the most up-to-date methods of inventory control are considered and implements changes to improve service provision.

Develop plans and programs for parts/materials acquisitions, inventory control and fleet management to ensure compliance with the City's Purchasing bylaws/guidelines.

Use complex decision-making skills, sound judgement, ingenuity, independent thinking, and team-building skills to maximize effectiveness of operations.

Receive and answer inquiries from staff, the public, other utilities, other departments, vendors and contractors in a timely manner.

Provide after-hours coverage as required.

Perform other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. A University Degree or College Diploma in a relevant discipline with demonstrated extensive knowledge of the duties listed above normally acquired through a combination of education and progressive work-related experience. Preference will be given to applicants who have a SCMP (Supply Chain Management Professional), or other relevant designation.
2. Possess a demonstrated record of customer focus, innovation, team advocacy, and continuous improvement.
3. Significant experience with parts and materials inventory management, gained preferably in the water and wastewater industry. Demonstrated experience working within procurement policies and procuring materials and equipment using requests for quotation, tender, proposal, and standardization.
4. Possess progressive supervisory experience and can demonstrate a history of staff development and performance management. Demonstrated ability to effectively manage a multi-disciplinary staff in a results-oriented environment and in a predominantly unionized setting.

5. Must possess a high degree of integrity and be self-motivated to investigate, analyse, evaluate and correct inaccuracies or errors in your charge.
6. Must have demonstrated knowledge of the Occupational Health and Safety Act and Regulations.
7. Knowledge of the Safe Drinking Water Act, the Transportation of Dangerous Goods Regulations, and City of Hamilton bylaws and policies, are all considered an asset.
8. Computer literacy and proficiency utilizing Microsoft products (Word, Excel, Outlook, and PowerPoint). Knowledge of the Department's workforce management software (Kronos) is an asset.
9. Experienced with inventory and asset management software (INFOR IPS, INFOR EAM, SAP, or MRP).
10. Highly effective leadership, facilitation, communication, presentation, interpersonal, conflict-resolution, organizational and multi-tasking skills. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
11. Must possess a valid Ontario Driver's Licence, Class "G" in good standing.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.

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