

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT **(TRANSPORTATION, OPERATIONS & MAINTENANCE – BUSINESS INITIATIVES)**

SENIOR PROJECT MANAGER, INVENTORY MANAGEMENT

SUMMARY OF DUTIES

Reporting to the Manager of Business Initiatives, the SPM Inventory Management provides effective leadership and direction to Inventory staff and the workforce, primarily for the delivery of inventory services within Transportation Operations and Maintenance.

The Senior Project Manager is accountable for ensuring that inventory and supply chain management for the Transportation Operations and Maintenance Division meet or exceed inventory best practices/standards and 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 Senior Project Manager will understand the requirements of the Transportation Operations and Maintenance Division to which the inventory unit provides service and determines/implement programs and activities that satisfy those requirements. The SPM 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

Manage the safe and efficient operation of all day-to-day inventory of materials and distribution activities for the division.

Provide leadership, technical advice and direction to staff within the Inventory Business Unit. Monitors and reports on the effectiveness and efficiency of staff, provides supervision including performance evaluations, coaching and mentoring.

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

Promotes an internal/external customer service-oriented culture and focus to all staff within the Division. Contributes 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 and supply chain. Results oriented and persistent in ensuring objectives are accomplished.

Prepares and/or coordinates requests for quotations, tender, and proposal, for the provision of goods, materials, equipment, and contracted/consulting services, and participates in the analysis for award. Administers supply contracts, service contracts, coordinating with internal and external parties, evaluating and reporting on material and service quality.

Is accountable for achieving departmental goals and objectives through the effective and efficient use of financial and staff resources; uses a "best practices" approach to develop and deliver quality services in a timely and cost-effective manner; recommends and implements strategies to improve effectiveness and efficiency; instils a customer service focus in all activities within scope of responsibilities.

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

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

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

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

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

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

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

Writes reports, composes correspondence, and performs other duties as assigned which are directly related to the major responsibilities of the job.

Ensures that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties. Ensures that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton Corporate and departmental policies and procedures. Ensures that appropriate action is recommended for those employees who do not work in compliance with legislation, policies and procedures.

Provide after-hours coverage as required.

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

QUALIFICATIONS

1. Demonstrated extensive knowledge of the duties listed above normally acquired through a combination of education and progressive work-related experience. Post-secondary education in operations, business, transportation or warehousing is preferred.
2. Excellent understanding of Logistics with considerable experience managing a warehousing and inventory distribution operation.
3. Preference will be given to applicants who have a SCMP (Supply Chain Management Professional), or other relevant designation.
4. Experience in supervising on-site inventories, including all associated systems interfaces (eg. counting, file management, product changes etc).
5. Demonstrated ability to lead inventory audits.
6. Possess a demonstrated record of customer focus, innovation, team advocacy, and continuous improvement.

7. Significant experience with parts and materials inventory management, demonstrated experience working within procurement policies and procuring materials and equipment using requests for quotation, tender, proposal, and standardization.
8. The SPM has a strong focus toward serviced and building strong customer relations. The SPM has knowledge of quality improvement including Lean, project management and change management principles and processes.
9. Must 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.
10. Must possess a high degree of integrity and be self-motivated to investigate, analyse, evaluate and correct inaccuracies or errors in your charge.
11. Must have demonstrated knowledge of the Occupational Health and Safety Act and Regulations.
12. Knowledge of HWIN (Hazardous Waste Information Network) and the Transportation of Dangerous Goods (TDG) Act.
13. Computer literacy and proficiency utilizing Microsoft products (Word, Excel, Outlook, and PowerPoint). Knowledge Hansen, Peoplesoft is an asset.
14. Experienced with inventory and asset management software (INFOR IPS, INFOR EAM, SAP, or MRP).
15. Highly effective leadership, facilitation, communication, presentation, interpersonal, conflict-resolution, organizational and multi-tasking skills. Ability to deal effectively with management, peers, staff and vendors.
16. Must possess 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.
