

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT
(TRANSPORTATION, OPERATIONS & MAINTENANCE – BUSINESS INITIATIVES – 1375 UPPER OTTAWA ST)

SUPERVISOR, INVENTORY MANAGEMENT - CUPE 1041

SUMMARY OF DUTIES

Reports to the Senior Project Manager of Inventory Management, is responsible to ensure the division has all the products, materials, equipment, and supplies they need to operate efficiently in ways that are aligned to established policies and standards.

Provides effective leadership and supervision to inventory related staff across the division, primarily to ensure processes and procedures are developed, implemented, and upheld to establish accurate inventory records.

Understands 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 Project Manager, Inventory Management will have a complete knowledge of the inventory processes and familiarity with various inventory management systems.

GENERAL DUTIES

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

Assist in developing and meeting Supply Chain & Inventory key performance indicators.

Provides 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.

Promotes 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.

Develops programs and procedures for inventory and supply chain. Results oriented and persistent in ensuring objectives are accomplished.

Ensures that programs and documentation related to inventory flow 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 to reduce gaps in inventory management processes.

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

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

Prioritizes duties or tasks as assigned and works well independently or in a team environment with minimal supervision.

Works with competent knowledge 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.

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

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 and Inventory Management with considerable experience managing a warehousing and inventory distribution operation.
3. Demonstrated ability to lead inventory audits and implement process improvements.
4. Formal training in Lean/Six Sigma or similar process improvement programs is preferred.
5. Possess a demonstrated record of customer focus, innovation, team advocacy, and continuous improvement.
6. 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.
7. Possess the ability to work productively, efficiently & effectively with initiative and drive under tight timescales and pressure whilst maintaining attention to detail and quality.
8. Experience in supervising on-site inventories, including all associated systems interfaces (e.g. counting, file management, product changes etc).
9. Strong analytical and problem-solving skills.
10. Knowledge and understanding of Lean Principles and the ability to implement those principles into current processes.
11. Possess excellent verbal and written communication skills for a demanding and customer focused working environment.
12. Must possess a high degree of integrity and be self-motivated to investigate, analyses, evaluate and correct inaccuracies or errors in your charge.
13. Must have demonstrated knowledge of the Occupational Health and Safety Act and Regulations.
14. Knowledge of HWIN (Hazardous Waste Information Network) and the Transportation of Dangerous Goods (TDG) Act.

15. Computer literacy and proficiency utilizing Microsoft products (Word, Excel, Outlook, and PowerPoint). Knowledge Hansen, Peoplesoft is an asset.
16. Experienced with inventory and asset management software is preferred (INFOR IPS, INFOR EAM, SAP, or MRP).
17. Must possess valid Ontario Driver's License, 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.