

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(HAMILTON WATER DIVISION – LOCATION – 700 WOODWARD AVE. / 911 ARVIN AVE. / 135 KING ST. E. DUNDAS

SUPERVISOR, INVENTORY & FLEET MANAGEMENT- CUPE 1041

SUMMARY OF DUTIES

Reporting to the Superintendent of Inventory & Fleet Management, provides effective leadership and direction to Hamilton Water staff and workforce, primarily for the delivery of inventory services, along with fleet management within the Hamilton Water Division. The Supervisor is accountable for ensuring that inventory and fleet services are provided in accordance with the 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 and vision guidelines.

GENERAL DUTIES

Provides front-line supervision to Hamilton Water staff that is engaged in the Inventory and Fleet Management group. Monitors and reports on the effectiveness and efficiency of stockroom staff, and provides direct supervision including performance evaluations, coaching and mentoring.

Possesses a high level of personal integrity, is results-oriented and an effective communicator both in verbal and written form. Implements strategies to improve effectiveness and efficiency by setting above average standards and leading by example.

Ensures that inventory records are accurate, timely and formatted for effective cost analysis. Responsible to arrange and oversee, at minimum, biannual audits for all applicable Hamilton Water inventory counts.

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.

Prepares and/or coordinates section input to tenders, proposals, and quotations for the provision of goods and services, and participates in the analysis for award. Administers supply and service contracts including (but not limited to) coordinating with internal and external parties, evaluating and reporting on material and service quality, and processing payment certificates.

Responsible for fleet management for the Division, including liaising with Hamilton Water end-users and Corporate Fleet for replacements and deployment of equipment and vehicles

Generates work orders, service requests, purchase orders and other electronic and hard copy forms as required. Inputs and retrieves data from computerized management systems (Hansen, PeopleSoft, Kronos etc.).

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

Evaluates and reports on the Division's service, financial, and staff performance against internal and external benchmarks, as related to materials, and fleet management.

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

Job Description #: A9052

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

Monitors stockrooms for inventory levels and parts acquisition to ensure parts availability in a timely and cost-efficient manner.

Monitors and controls material handling and storage in accordance with the Hazardous Waste Information Network, Transportation of Dangerous Goods Act, and all applicable regulations and legislation.

Uses complex decision-making skills using 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.

QUALIFICATIONS

1. Post-secondary education preferred. Preference will be given to applicants who have a SCMP (Supply Chain Management Professional), or other relevant designation.
2. Possess a demonstrated record of leadership, customer focus, innovation, team advocacy, and staff development.
3. Significant experience with materials and inventory management, preferably in the water and wastewater industry.
4. Possess progressive supervisory experience, and can demonstrate a continuous improvement and performance management history.
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, and City of Hamilton bylaws and policies, are all considered an asset.
8. Knowledge of HWIN (Hazardous Waste Information Network) and the (TDG) Transportation of Dangerous Goods Act are all considered an asset.
9. Computer literacy and proficiency utilizing Microsoft products (Word, Excel, & Outlook). Knowledge of the Department's AVL management software (Connect Anywhere) and workforce management software (Kronos) is an asset.
10. Experienced with inventory and asset management software (Hansen, CMMS, SAP, or MRP).
11. Must be able to demonstrate the ability to communicate effectively with all levels of staff and the public in both verbal and written form.
12. 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.

***Note: As a condition of employment, the successful applicant will be required to obtain a satisfactory Police Information Check or Vulnerable Sector Screening, at their own expense, prior to beginning work in this position.**