**JOB TITLE:** CONTRACT ADMINISTRATOR, TRANSIT

**DEPARTMENT:** TRANSIT

**POSTING NUMBER:** 104628

**NUMBER OF POSITIONS:** 1

**JOB STATUS & DURATION:** Full Time Permanent

**HOURS OF WORK:** 35/40 hour workweek / shift work / variable hours

**LOCATION:** Due to Covid-19, some of our offices are working at limited capacity to protect the health and safety of our employees, clients and community. As such, this position will be required to work remotely until further notice. Once working onsite, you will report to the location of Transit Sandalwood Pkwy Facility.

**SALARY GRADE:** 5

**HIRING SALARY RANGE:** $82,748.00 - $93,092.00 per annum

**MAXIMUM OF SALARY RANGE:** $103,435.00 per annum

**JOB TYPE:** Management and Administration

**POSTING DATE:** March 02, 2022

**CLOSING DATE:** March 15, 2022

**AREA OF RESPONSIBILITY:**

This position is responsible for all facets of contract administration including writing specifications, developing processes for tracking and monitoring warranty procedures, analyzing commodity usage history and estimating future requirements, authenticate financial impacts, consult with management team to predict ongoing and future requirements to support transit activities. Prepares all procurement related internal and Council documentation for transit procurements.

1. Analysis and Evaluation

Research emerging procurement trends and best practices and maintain currency in knowledge of the City of Brampton Purchasing Bylaw, procurement best practices and compiles departmental statistical data and written reports for management decision-making as required. Develops regular review cycles to monitor purchase order expiry dates, ensure warranty recovery and ensure current contract provisions for goods and services are adhered to as per the contract conditions. Follow up and action vendor and supplier performance issues when appropriate. Develop, document and report on performance measurements. Recommend changes or revisions as appropriate to improve performance and ensure alignment with other departments. Gathers background material; prepares documentation and summaries. Provide excellent customer service to internal and external clients ensuring customer satisfaction at all times.

1. Contract Administration and Development

Acts as the procurement specialist for all areas of procurement within Brampton Transit. Write detailed specifications, process purchase order amendments when and as required, liaison with contract providers, municipalities, property owners as well as other transit agencies, vendors, and manufacturers with respect to contract administration of transit. Verifying billings and resolving discrepancies. Collaborate with purchasing and other departments to develop new short term and long term maintenance contracts. Ensures a harmonized approach is taken into account in contract development considering current and future industry standards. Assists operating department in determining current and future needs. Enables key deliverables are met in developing project plans by utilizing resources and establishing timelines geared to providing optimal results.

1. Consultation

Manage procurement aspect of projects through consultation with management team and other stakeholders taking into account impacts, risk, funding and regulations while ensuring purchasing policy compliance. Provides assistance and interpretation regarding issues as they arise.

1. Procurements and Other Initiatives

Participates on procurement teams as a resource to assist in the research, selection, evaluation and implementation of Request for Proposals, Tenders and Informal Procurements for the acquisition of goods and services as required for ongoing facilities and vehicle maintenance activities. Maintains a high level of confidentiality of sensitive information from internal sources relating to the City and its councillors, directors, officers, employees as well as proprietary information submitted by vendors and manufacturers. Attends meetings regarding maintenance matters and liaises with other departments or organizations as appropriate. Utilizes well developed methodologies in order to effectively manage priorities and meet timelines. Works closely with corporate Procurement to ensure compliance and standards are achieved.

**EDUCATION:**

* Post-Secondary Diploma, preferably in Transportation, Environmental Studies, Business Administration, Civil Engineering or Vehicle Maintenance related field or equivalent approved combination of education and experience.

**REQUIRED EXPERIENCE:**

* Minimum 3 years’ experience within a transportation industry as well as knowledge of vehicle maintenance and transit business practices.

**OTHER SKILLS AND ASSETS:**

* Proficient in MS Office (Word and Excel) and Financial Information Management Systems (FIMS)
* Sound knowledge of applicable legislation/regulations, i.e. Brampton Transit policies and procedures, Municipal Act, Public Vehicle Operating License, Ontario Disabilities Act, Highway Traffic Act, Provincial Occupational Health &Safety Act.
* Demonstrated customer service skills
* Ability to work under pressure and manage multiple tasks.
* Strong organizational skills and experience providing analytical support with strong analytical skills and can evaluate and recommend changes to programs and practices.

Excellent verbal and written communication skills

*\*\*Various tests and/or exams may be administered as part of the selection criteria.*

**Alternate formats will be provided upon request.**

**Interview:** Our recruitment process will be completed with video conference technology.

As part of the corporation’s Modernizing Job Evaluation project, this position will undergo an evaluation which may result in a change to the rate of compensation. Any changes affecting this position will be communicated as information becomes available.

If this opportunity matches your interest and experience, please apply online at: [www.brampton.ca/employment](http://www.brampton.ca/employment) quoting **reference #104628 by March 15, 2022** and complete the attached questionnaire. We thank all applicants; however, only those selected for an interview will be contacted. The successful candidate(s) will be required, as a condition of employment, to execute a written employment agreement. A criminal record search will be required of the successful candidate to verify the absence of a criminal record for which a pardon has not been granted.

As part of the application process, applicants will be invited to complete a self identification survey. The survey is voluntary. Participation in the survey will have no impact on hiring decisions. All information collected is confidential and will not be shared with the hiring manager. The surveys will be anonymized and will be kept separate from applicant or employee files, such that the individuals who completed the surveys will not be identifiable. The results of the survey will assist in the analysis of disaggregated metrics for organizational planning purposes and our commitment to advance and foster diversity, equity, and inclusion. The City may use anonymized data to produce aggregate reports for internal or external use.

In accordance with the City of Brampton’s Vaccination Administrative Directive, new employees are required to disclose their vaccination status and provide proof of full vaccination\* before their start date. Employees who are unvaccinated or do not disclose their vaccination status will be required to:

1. complete the City of Brampton’s mandatory learning regarding COVID-19 vaccination; and
2. take regular COVID-19 tests prior to attending the workplace. Employees must demonstrate a negative COVID-19 test result in order to attend the workplace.

The City of Brampton strongly encourages candidates to be fully vaccinated prior to your start date. New employees who are not fully vaccinated may request accommodation based on medical (disability), religious, or other protected grounds. Employees with an approved accommodation will only be required to adhere to item b) above.

\* Fully vaccinated means the two-week anniversary after receiving a vaccination series approved by Health Canada or the World Health Organization. Acceptable proof includes an Ontario Ministry of Health COVID-19 vaccine receipt which you can obtain through the Provincial portal <https://covid19.ontariohealth.ca/> or other government-issued vaccine passport or certification.

The City of Brampton continues to follow COVID-19 workplace control measures including physical distancing, masking, hygiene, personal protective equipment (e.g. medical masks, eye protection), and capacity limits to create a healthy and safe environment for both employees and the public.

Please be advised, the City of Brampton uses email to communicate with their applicants for open job competitions. It is the applicant’s responsibility to include an updated email address that is checked daily and accepts emails from unknown users. As we send time sensitive correspondence via email (i.e. testing bookings, interview dates), it is imperative that applicants check their email regularly. If we do not hear back from applicants, we will assume that you are no longer interested in the Job Competition and your application will be removed from the Competition.



*The City is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you require any accommodations at any point during the application and hiring process, please contact TalentAcquisition@brampton.ca or 905.874.2150 with your accommodation needs, quoting the job opening ID#, job title. Any information received relating to accommodation will be addressed confidentially.*