

At the City of Brampton, our focus is people. From our employees to the community we serve, people are at the centre of everything we do. Our city is a living Mosaic made up of 250 cultures and 171 spoken languages. Recognized by **Forbes** as one of Canada's top employers and **Maclean's** best communities in Canada, the City of Brampton is a dynamic and innovative place to work and experience. We want you to join us in serving our diverse community with pride and passion.

Our Focus Is People ●●●●●



JOB TITLE: Contract Administrator, Transit
DEPARTMENT: Transit
POSTING NUMBER: 106931
NUMBER OF POSITIONS: 1
JOB STATUS & DURATION: Full Time Permanent
HOURS OF WORK: 35 hour workweek
LOCATION: Transit Sandalwood Facility
SALARY GRADE: 5
HIRING SALARY RANGE: \$88,458.00 - \$ 99,516.00 per annum
MAXIMUM OF SALARY RANGE: \$110,573.00 per annum
JOB TYPE: Management and Administration
POSTING DATE: October 6, 2025
CLOSING DATE: October 20, 2025

AREA OF RESPONSIBILITY:

Reporting to the Project Leader, Transit Business Improvement, 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.

2. 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.

3. 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.

4. 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.

SELECTION CRITERIA:

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.

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.*

Interview: Our recruitment process may 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. *Hybrid until January 5, 2026.

If this opportunity matches your interest and experience, please apply online quoting **reference #106931** by October 20, 2025 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. Should you wish to opt out of completing the survey, please select "prefer not to answer" as a response to each question. 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.

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.

If you would like to request content in an alternate format, please contact the Accessibility office by submitting a new [Alternate Format Request](#).



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.