



**Position Title:** Buyer II

**Position Status:** Full-Time Regular

**Department:** Financial Services

**Employee Group:** Teamsters Local 31

**Location:** 4515 Central Boulevard, Burnaby

**Salary Range/ Wage Rate:** PG 27 \$3,114.60 - \$3,680.10 bi-weekly

Our Financial Services Department is seeking a Buyer II with experience in Capital Construction Procurement of large scale (\$2M+) equipment and related services for civil, facility and/or industrial capital construction projects, as necessary for the functioning of a regional district. This position will be part of a team dedicated to supporting all departments in their acquisition of capital projects. There is also opportunity for a Buyer II with experience in Operations and Maintenance.

**You are:** An experienced procurement professional with strong communications skills, sound knowledge of all applicable regulations and policies, and works well in a fast paced environment.

**This role:**

- Reviews and approves purchase strategies, bid documentation and award recommendations of lower-level Buyers and identifies requirements for bid amendments; reviews financial aspects of invitations to tender and requests for proposal prior to release; ensures that tenders and requests for proposal are issued in accordance with governing laws and policies.
- Provides work direction and training to lower-level Buyers; provides guidance on the interpretation of purchasing policies and procedures.
- In conjunction with client departments, prepares detailed specifications, tender and proposal documentation and contracts; assists in the preparation of tests of acceptable vendors; arranges for calling of selected and advertised tenders; ensures all information is uniformly distributed; analyzes bids as to value, price, quality, quantity, future availability, past performance, etc.
- Independently, or in conjunction with client departments, interviews suppliers, negotiates satisfactory price discounts, terms, delivery methods, dates and related items; determines the most appropriate source of supply.

- Drafts contract language according to precedent; researches and obtains information and material required from a variety of sources; ensures that documentation reflects changes in contract law and participates in the development of new contract clauses to comply with legislative changes.
- Reviews all formal tenders and requests for proposal to ensure appropriate purchasing treatment, including levels of indemnification and to verify required insurance and bonding certification; administers and monitors awarded product and service contracts.
- Performs research and analysis of products and services, makes life-cycle costing comparisons, and prepares reports and recommendations on purchasing; recommends and implements procedures to increase efficiency in the buying process.
- Advises and assists departmental clients and suppliers regarding purchasing problems and requirements, specifications, contracts and details of goods and services to be purchased; liaises with external and internal contacts such as engineers, architects, project managers, contractors, suppliers and lawyers on matters related to the work, and provides advice as required; confers with client departments and outside agencies regarding environmental procurement matters and provides relevant information to purchasing staff.
- Carries out administrative tasks in support of delegated purchasing systems; oversees clerical processing by department staff.
- Performs related work as required.

**To be successful, you have:**

- Completion of the 12th school grade supplemented by completion of the Supply Chain Management Professional designation program of the Supply Chain Management Association, or equivalent training in another recognized purchasing program, plus considerable related experience, or an equivalent combination of training and experience.
- Thorough knowledge of the policies, procedures and regulations governing municipal purchasing.
- Thorough knowledge of market conditions, price trends, and business conditions affecting the work.
- Considerable knowledge of the sources, quantities, types and prices of products and services required.
- Considerable knowledge of contract law, negotiation and corporate insurance.
- Working knowledge of the functions and requirements of the departments served.
- Ability to evaluate quality, price and service factors to determine quality and suitability of all products and services.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts.
- Ability to prepare specifications and related documents for a variety of products and services and to monitor and administer such contracts.
- Ability to study and review market conditions and prepare reports and recommendations on purchasing matters.
- Ability to review the work of subordinate Buyers and provide work direction and training.
- Driver's License for the Province of British Columbia.

**Our Vision:**

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

We are committed to diversity, equity and inclusion and being representative of the region we serve. We invite all

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qualified candidates to apply including Indigenous People, visible minorities, immigrants, LGBTQ2S+, all genders and persons with disabilities.

Metro Vancouver has implemented a COVID-19 vaccination policy. The policy requires all individuals hired by Metro Vancouver to be fully vaccinated (subject to any exemptions and accommodations) and provide proof of vaccination upon hire. *Please follow this link <http://www.metrovancouver.org/about/careers/> to our Careers page where you can submit your application by March 18, 2022.*