

# Employment Opportunity

## Maintenance Management and Purchasing Clerk

(Full Time, Regular)

Posted October 26, 2022

The City of Fernie is inviting applications for the position of Maintenance Management and Purchasing Clerk. This position is posted internally and externally concurrently. The position requires the successful candidate to be a dedicated individual who is organized, analytical, with a strong attention to detail, and experienced in record management, asset management and purchasing.

Reporting to the Director of the Finance department, or designate, the Maintenance Management and Purchasing Clerk performs duties that provides support to the entire organization and serves their maintenance management and purchasing needs.

\*Note this job description is under review through a joint committee between the City and CUPE Local-2093 to reflect the current roles and responsibilities of all positions more accurately at the City.

### SCOPE OF RESPONSIBILITIES

Administers and maintains the City's Maintenance Management System. Tasks involved are fixed assets data maintenance, daily time entry, work order development and processing. As a purchaser you will manage the purchasing function for the City of Fernie in accordance with City policies and procedures. You will be responsible to source material, equipment, supplies and services. You will prepare RFP's and RFQ's. You will generate and authorize purchase orders; negotiate; manage vendor contracts; monitor delivery arrangements and status. Provides support for the department with budgeting, other forms of data management, and clerical and administrative duties as required.

### MINIMUM QUALIFICATIONS:

#### Required Certifications

- Certificate in Purchasing through PMAC and 2 years experience in Purchasing **or**;
- 5 years experience in purchasing and asset management or record management **or**;
- Warehousing certification **or**;
- Technologist degree in construction related field

#### Knowledge, Skills, and Abilities

- Excellent computer skills, with an ability to operate a networked computer along with various software programs including, Microsoft Office Suite, and a moderate level of expertise with Database management. Ability to learn new software programs and platforms as organization evolves.
- Good mathematical skills required to determine inventory requirements, analysis of tenders RFP's, RFQ's and ability to prepare reports
- Valid Class 5 BC Driver's License
- Good written, oral, and interpersonal communication skills
- Completion of secondary school (Grade 12)

## Competencies for Success

- Two years of similar experience in a municipal environment preferred;
- Proven ability to work with little direct supervision;
- Strong organizational and communications skills with a keen attention to detail to compile, analyze, and utilize information
- Strong customer service and social skills required to work with a variety of internal/external stakeholders
- High level of professionalism expected

## ACKNOWLEDGEMENTS:

The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and will not be construed as a detailed description of all the work requirements that may be inherent in the job. Employees may perform other related duties and tasks as required to meet the needs of the operation.

Salary and benefits will be in accordance with current CUPE 2093 contract, with a wage rate of \$38.84/hour and 40 hours/week. This is a Full-Time, Regular position, completing work on site.

\*Note this job description is under review through a joint committee between the City and CUPE Local-2093 to reflect the current roles and responsibilities of all positions more accurately at the City.

Detailed applications containing resume and cover letter should be received:

For internal applicants, no later than **2:00 PM NOVEMBER 2, 2022;**

For external applicants, no later than **2:00 PM NOVEMBER 9, 2022**

This position is posted internally and externally concurrently, with first consideration given to those internal applicants with the required qualifications and ability to do the job

Applications can be addressed to Director of Finance; [careers@fernie.ca](mailto:careers@fernie.ca)

Bryn Burditt, Director of Finance  
c/o Human Resources  
City of Fernie, 501 – 3<sup>rd</sup> Ave, PO Box 190  
Fernie, BC, V0B 1M0 or  
email [careers@fernie.ca](mailto:careers@fernie.ca)

*The City of Fernie strives to ensure that its employment practices are free from direct and indirect discrimination and is committed to upholding the human rights of those participating in the hiring process. In pursuit of this commitment, City of Fernie will not condone or tolerate any acts of discrimination or harassment under any of the grounds protected under human rights legislation. This commitment extends to the hiring process and throughout the course of employment.*